

ROLE DETAILS			
Job Title:	Personal Assistant to James and Lou di Castiglione (J&LDC)	Date:	
Reports to:	Rector		
Job Purpose	The purpose of this role is to undertake administrative and communication tasks on behalf of James and Lou di Castiglione. Thereby freeing them to serve more fully in their callings, as well as enabling the administrative and communication needs contingent upon their leadership roles to be fulfilled skillfully and diligently so that the body of Christ at Chanctonbury as a whole functions healthily.		

SCOPE OF JOB		
Key Areas	Detail	Desired Impact
Correspondence on behalf of J&LDC	<ul style="list-style-type: none"> • Answering regular emails promptly and in a manner reflective of the values and tone of J&LDC. • Identifying specific emails that need personal replies from J&LDC and drafting suggested responses. • Answering routine letters directly and / or drafting replies to letters that need personal replies from J&LDC. 	Both internal to Chanctonbury, and external, correspondence is replied to promptly and in a manner reflective of the values and tone of J&LDC.
Diary management for J&LDC	<ul style="list-style-type: none"> • Overall responsibility for arranging the ministry diary according to the priorities set by and the needs of J&LDC. • Accepting / declining / organising meetings both for, or requests for them, to J&LDC. 	The diary of J&LDC is well-structured, co-ordinated and ordered, enabling sustainable personal ministry rhythms.
Leadership Communications	<ul style="list-style-type: none"> • Overall responsibility on behalf of J&LDC for leadership communications internal to Chanctonbury as well as external. • Responsibility for drafting leadership emails / letters to the church. • Oversight of website, key publications (eg. Church Life magazine), and key events ensuring the voice and tone are reflective of the values and culture of the church. 	The 'voice' of Chanctonbury through its' communications is consistently reflective of the vision, values and culture of the church.

SCOPE OF JOB		
Church diary management	<ul style="list-style-type: none"> • Overall responsibility to oversee and manage the church diary for central ministry events on behalf of J&LDC, according to the priorities agreed by the church leadership as set by J&LDC. And overseeing the management of the church-use diary by the Office Administrator to ensure coordination of priorities and spaces. • Acting as the communications liaison between J&LDC and other leaders / church members over requests for events and activities. • Ensuring the calendar of church events and activities is well-managed and well-communicated. 	Chanctonbury is ordered and consistent to its' agreed priorities in hosting central ministry events and activities.
Delivering the administrative needs of J&LDC	<ul style="list-style-type: none"> • Taking and distributing minutes of key meetings. • Ensuring reference requests and passport applications are completed on behalf of church members. • Drafting and distributing reports and update briefings. • Printing and preparing governance and leadership documents. • Completing and submitting expense form claims on time and through the digital tools. 	Ensuring quality and efficient administration underpins the work and ministry of the Senior Leaders.
Oversight and delivery of the administration of services	<ul style="list-style-type: none"> • Responsible for the communication and liaising between service leaders, preachers, worship leaders and lead vergers to ensure the smooth delivery of Chanctonbury services. • Chairing the weekly staff services review and planning meeting. • Liaising with J&LDC and other involved leaders on Sunday rotas, ensuring they are completed and well communicated. 	Ensuring Sunday services across all congregations run smoothly to help advance the fulfilment of the vision of the church.
Oversight and delivery of the administration of events personally led by J&LDC	<ul style="list-style-type: none"> • Arranging and communicating the logistics of events such as, Leaders Nights, Worship & Prayer Nights, KFC Leader training, one-off leaders meetings with visiting speakers. • Assisting visiting leaders and speakers for J&LDC. 	Midweek events overseen by J&LDC are well communicated and arranged.
Line-managing the Office Administrator and Sound Engineer	<ul style="list-style-type: none"> • Line-managing the Office Administrator (OA). • Directing the administrative tasks within the JD of the OA, ensuring skilful delivery. • Line-managing the part-time Sound Engineer (SE). • Ensuring the key components of the JD of the SE are fulfilled skilfully. 	Ensuring the OA and SE are line-managed according to the values and culture of the church as well as the staff handbook processes, to ensure they flourish in their roles.

SCOPE OF JOB		
Threading through all activities:		
Develop 2033 Vision & Culture	<ul style="list-style-type: none"> • Develop and cultivate the Chanctonbury Church Vision & Values within all teams and activities: • Living to see the presence of God transform our land and the communities around us. • For every person to experience the reality of God in their lives, knowing the joy, hope and freedom He brings. • Playing our part in seeing the 2033 vision come to pass. 	Each value represented and embodied within the each of the teams.

PERSON SPECIFICATION	
Quality	Description
Personal Sense of Calling	<ul style="list-style-type: none"> • A person with a calling to Chanctonbury Church and its mission and vision. • Someone who is willing to lay their life down for the Lord in order to prioritize His work in our church.
Spiritual Depth	<ul style="list-style-type: none"> • A person known to be deeply committed to the Word and the Spirit. • A person given to prayer.
Embody Chanctonbury Church's values and vision	<ul style="list-style-type: none"> • A person who can demonstrate their commitment to and alignment with the 2033 vision. • A person who is fun, flexible and open-hearted. • A person who cultivates and demonstrates the core values and vision in their own life.
Physical, Emotional & Spiritual Health	<ul style="list-style-type: none"> • A person who demonstrates an evident relationship with God. • A person who is spiritually and emotionally mature. • A person who seeks out help from others when needed. • A person who is a good listener and communicator, with the ability to diffuse tension. • A person who sets the highest possible standards of integrity, professionalism, godly character and humility.

PERSON SPECIFICATION

Strength of character	<ul style="list-style-type: none"> • A person of integrity, always looking to grow and develop. • A person confident in sharing their opinion and thoughts. • A person always open to challenge and who will offer appropriate challenge to those around them. • A person who has excellent leadership skills and is a strong team player, operating well both in authority and under authority.
PA Skills and Attributes	<ul style="list-style-type: none"> • Able to drive and has access to own reliable transportation. • Qualified with a relevant administrative qualification, or able to demonstrate a minimum of two years experience or more. • Able to demonstrate proficiency at multi-tasking and prioritising to fulfil deadlines in a timely manner. • Able to exercise appropriate confidentiality when dealing with delicate matters of church life on behalf of J&LDC. • Able to demonstrate excellent computer skills, including word processing, spread sheets, and a keen ability to learn new software and database management platforms. • Able to demonstrate excellent communication skills with a variety of settings and personality profiles, including being excellent in written English, grammar, spelling, and proof-reading. • Experience with ChurchSuite / MailerLite / Apple would be vital.

This role is for thirty hours per week to be undertaken during the working week, and includes the usual annual leave and allowances as per the Chanctonbury Staff Handbook.

Salary: £24,000 for thirty hours per week, with pension and NI contributions in addition. (£29K pro rata fte)

Signed:

Signed:

James di Castiglione, Rector

Date: / /

Date: / /