



**Application Form  
for  
Personal Assistant to the Vicar**

Closing date: 20<sup>th</sup> July 2018  
Interviews: 27<sup>th</sup> July 2018

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## **Personal Assistant to the Vicar**

### **Job Description (Part-time)**

**We are a large evangelical church in central Reading looking to recruit an experienced Personal Assistant to the Vicar.**

The role of the Personal Assistant (PA) to the Vicar is to assist with all the administration for the Vicar. The PA will often be the first point of contact with people from both inside and outside the church and needs to be able to act on behalf of the Vicar in both pastoral and business situations.

#### **Main roles and responsibilities:**

- To act and speak on behalf of the Vicar over the phone, on email or via letter. This primarily includes oversight of all letter correspondence received and replied to; oversight of Vicar's email correspondence & management of Outlook mailbox; and taking calls for the Vicar.
- Ensuring that the Vicar has all he needs, in advance, for talks, presentations, meetings, etc. That he is kept informed of all that is happening. That he is freed of all unnecessary administration, phone calls, interruptions, etc.
- The PA has primary responsibility to manage the diary, book meeting rooms, and oversee all preparations for speaking events, meetings and travel, where necessary.
- As the person responsible for the administration for the Vicar, the PA has oversight of Vicar's responsibilities for special services (weddings, funerals, baptisms, Confirmations) and PCC meetings, the APCM (+ statutory papers) and parish returns.
- Helping the Vicar with Sunday Service planning, including arrangements for guest speakers.
- To ensure records of PCC meetings and decisions, and its sub-committees, are updated and maintained in accordance with the Charity Commission requirements.

#### **Requirements of the role:**

- Excellent organisational and time management skills
- Excellent communication skills (written and oral)
- Excellent MS Office and IT skills
- Excellent interpersonal skills - balancing professionalism and compassion
- Discretion and confidentiality
- Attention to detail
- Flexibility and adaptability to juggle a range of different tasks
- Ability to work on own initiative
- Ability to work under pressure and to tight deadlines
- Full commitment to Greyfriars and our vision, values and culture.

**Role Reports to:** Vicar



### **Work expectations:**

- Monday, Wednesday-Thursday: Hours 10am -2pm, Tuesday: Hours 9:30am-2pm (16.5hrs/week).
- 23 days holiday per annum pro-rata.
- 3 month probationary period
- Whilst the role is Monday – Thursday, the role holder may be needed to be available to work key dates, including Christmas services, Easter services, and Annual Parish Church meetings, when required.
- Attendance at weekly staff meetings.

### **Indicative Terms**

#### **Subject to contract**

Employer: Greyfriars Church PCC

Salary - £21,000 per annum (pro-rata)



## **Personal Assistant to the Vicar – Person Profile**

### **Personal Qualities and Beliefs**

It is essential that the person:

- has a personal faith in and living encounter with God, as Father, Son, and Holy Spirit;
- is in agreement with the ethos of Greyfriars Church;
- has a passion to see people encounter Jesus, and to see them grow into all that God has designed them to be in Christ;
- has the capacity to provide pastoral care for individuals, and to contribute to the spiritual direction of the church;
- is teachable and humble

### **Personal Skills and Abilities**

It is essential that the person:

- has good leadership and pastoral skills, inspiring confidence through energy and integrity;
- is a good team-worker, with a collaborative and co-operative style with a proven ability to nurture and develop gifts in others;
- has well-developed inter-personal and communications skills, and sense of humour;
- has excellent organisation and administration skills;
- is able to be flexible and adaptable as situations require it

### **Knowledge, Qualifications and Experience**

It is essential that the person:

- has a track record of providing administrative assistance to people in church leadership
- has good Biblical knowledge and theological understanding, and experience of creatively explaining the Christian faith;
- has an excellent working knowledge of Microsoft Office;
- can demonstrate pastoral sensitivity and confidentiality;
- has experience of working effectively under pressure and is able to manage conflicting deadlines and priorities well
- is comfortable with working in an open-plan office environment;



## The Vision

God has placed us in the heart of Reading – a key population centre in the UK, which is growing in its stature as a hub for business, education and transport. Whilst Reading is now home to the largest concentration of information and communications technology companies in the UK, it also has some of the most deprived neighbourhoods in the whole of the Thames valley.

Greyfriars and New Hope have a heritage of proclaiming the Gospel and serving the poor and disadvantaged. The poor includes those living on the streets and those in poverty, but also the poor in spirit - those who hide behind the comforts of financial security, who need the Good News of Jesus. Our call is to build on that heritage, to step into the purpose God has for us now.

The vision for Greyfriars and New Hope is to see Reading changed by the love and power of Jesus – including those in business, those studying at University and schools, the lonely, the poor and the needy. We are here to take the message of Jesus out to Reading, so that lives are changed and those who hear the Gospel come to know and put their trust in Jesus as their Lord and Saviour.

Our vision involves us focusing on three things:

1. **equipping:** discipling our people through teaching, preaching, pastoral work, and theological study. All that we do is founded on prayer and worship and we will equip our congregation so they are constantly growing in their faith in Jesus.
2. **reaching out:** we exist as a church to reach out to those who live and work alongside us, to proclaim the Gospel, to serve the poor, to meet the needs of our town and to show the love of Jesus to those in Reading and beyond. We can't do this on our own, so we partner with different organisations and churches to fulfil God's purposes in Reading.
3. **resourcing:** part of our unique calling, thanks to our location and our people, is to resource the wider church through sending teams, sharing expertise, church planting and sharing resources. We do this with a spirit of generosity. Our primary call is to do this here in Reading, but it also includes overseas mission.

## Services

For our gathered worship at Greyfriars, we have three Sunday services: A 9.30am service with a wide range of ages gathering for worship and teaching. We normally get about 300 in total, with children and younger teens head off to their groups as the service continues for the adults in the main church building. There is a quieter 11.30am service with more traditional hymns and songs with 60-70 adults; and a 6.30pm contemporary service in a relaxed atmosphere with approximately 250 older teens and adults, including a large number of 20s and 30s.

At New Hope, 60-70 people meet at 10.30am on a Sunday.

## Mid week ministry

As a large congregation we encourage people to be part of small groups meeting during the week for fellowship, teaching, prayer and service. We have a long history of home group membership, with groups spread across the town, and there is also a strong daytime women's fellowship. In addition we have a growing



number of 'interest groups' such as cycling, environmental group and a workplace group. The worship teams similarly aim to provide an environment for mutual support.

Toddlers groups run at both Greyfriars and New Hope (which also has a term-time weekly after-school club) and there are weekly groups for adults and children with learning disabilities. A full outline of the different activities that we are involved in can be found on our website.

With a location on the edge of both the town centre and the parish we serve the town through an on-site Coffee Shop, Bookshop and, since 2006, through a day nursery/pre-school in the old vicarage next door to the church building. The nursery has now expanded to include two pre-school nurseries. Each month we also offer passers-by an opportunity for prayer, including for healing, through 'Prayer Stop'.

Every year a significant number of people from our church family, around 250, head to New Wine for one of the summer weeks. Other smaller groups head to Spring Harvest, Keswick, Greenbelt, and other Christian festivals and gatherings.

Over the years we have been involved in spreading God's word wider afield through our mission partners who we support through the Greyfriars Missionary Trust. This remains part of our identity and mission.

### **The team**

Under the leadership of Rev David Walker, there are a number of PCC-employed staff – some people in missionally oriented roles (eg. youth and children) and others in supporting roles, including the management of the Greyfriars Centre and New Hope Community Centre, both of which are used extensively by outside organisations.

We have an Associate Vicar whose primary role is in leading the church community at New Hope but who is also fully part of the overall leadership of Greyfriars, and a curate based primarily at Greyfriars.



# Greyfriars Church, Reading

## Application Form for the post of Personal Assistant to the Vicar (Part-time)

ALL candidates are asked to fill in this application form and provide a CV.  
Please continue on separate pages if necessary.

Completed forms and accompanying CV should be returned to Janet Shury by emailing to:  
[office@greyfriars.org.uk](mailto:office@greyfriars.org.uk), or posting to Janet at Greyfriars Church, Friar Street, Reading RG1 1EH.

### 1. PERSONAL INFORMATION

Name  
Address

Telephone (home)  
Mobile  
Email  
National Insurance Number

### 2. EDUCATION & QUALIFICATIONS

Please list in reverse date order (starting with most recent)



### **3. EMPLOYMENT & OTHER RESPONSIBILITIES**

Please list in reverse date order (starting with most recent) a summary of church and secular employment and any relevant voluntary work (with dates).

### **4. EXPERIENCE & SKILLS**

Please note in particular any experience of providing administrative support to church leaders and pastoral work in a church context.



## **5. FAITH AND BELIEF**

How do you foresee your faith being worked out and growing in the role of Personal Assistant to the Vicar?

## **6. INTERESTS & ACHIEVEMENTS**

Are there any other interests or achievements that you think are relevant to share?

## **7. MOTIVATION**

Briefly summarise why you have applied for this role?



## 8. YOUR CIRCUMSTANCES

**Right to work:** Do you currently have the right to work in the UK? **YES / NO**

**Disability Access:** Do you require special access for the purposes of an interview? **YES / NO**

If yes, please describe any special conditions or adjustments required on a separate sheet

**Convictions:** Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES / NO**

If yes, please supply further details on a separate sheet

**Note: This post is subject to a satisfactory DBS check.**

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Disclosure & Barring Service. I recognize that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of *Protecting Children in the Diocese of Oxford*, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that to the best of my knowledge, the information given on this form is correct. I understand that false information could lead to dismissal. I consent to the data processing of the information I have given on this form as defined under the Data Protection Act 1998 for the purposes of employment with Greyfriars Church.

**Signed:**

**Date:**



## 9. REFERENCES

Names and addresses of three referees who know you well, but who are not related to you. If you currently hold a job, one reference should be from your current manager or equivalent at that place of work (or your last employment if you are not currently working); one should be the minister of the church you currently attend (if your minister is also your current line manager, you can ignore this reference); and one reference should be personal.

Please indicate if taking up this reference before interview will cause you any problems.

Please include a brief note on how each of your referees knows you.

### **Referee 1**

Name

Address

Telephone (home)

Mobile

Email

Capacity in which they know you

### **Referee 2**

Name

Address

Telephone (home)

Mobile

Email

Capacity in which they know you

### **Referee 3**

Name

Address

Telephone (home)

Mobile

Email

Capacity in which they know you