



PA to Lead Pastors & Administrator Job Description (12 month Maternity Leave cover)

V61 is searching for a PA/Administrator who is a passionate pursuer of Jesus and wants to contribute to the health and growth of the church with this key role.

Job Title: PA to Lead Pastors & Administrator

Job Role: To provide full and proactive administrative, research and key relationship support to the Lead Pastors in all areas of their work along with general administrative tasks

Based at: Church Office - currently V61 West Side Church, Melody Road, Wandsworth, SW18 2QQ.
There needs to be a willingness to travel between sites for this role

Reports to: Lead Pastors

Hours: 5 days per week Monday - Friday - 35 hrs/wk,

It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.

Annual Leave: 28 days paid holiday including bank holidays

Salary: Discussed on application

Probation
Period: 3 months

Terms of
Employment: 1 year contract initially

KEY RESPONSIBILITIES

PA support

- Manage the Lead Pastors diaries, liaising with the different people and organisations as required. Plan and book travel as required
- Support and remind the Lead Pastors in their relationships with staff, members and external individuals and organisations
- Provide administrative support to the SLT where required
- Maintain an effective filing and information system for Lead Pastors
- Respond to and initiate telephone and email enquiries to and from the Lead Pastors
- Prioritise and process incoming correspondence, taking initiative where appropriate and respond as directed
- Provide a welcoming and hospitable environment for guests visiting the Lead Pastors
- Collate and process expenses for the Lead Pastors on a monthly basis and chase supporting documentation

Research and writing

- In liaison with the communications team, proofread and edit articles, correspondence and talks, and create presentations on behalf of the Lead Pastors
- Reflect the lead pastors voices on all comms internal and external including reports, newsletter, emails, sunday comms etc
- Undertaking research projects
- Conduct research and help formulate preaches and talks for Lead Pastors
- Prepare briefing documents for meetings as required
- Research and prepare grant funding applications
- Prepare templates of Sunday scripts for all sites

Key Relationships builder

- Developing relationships with key partners ensuring SLT have information and updates as needed
- Act as first point of contact for the Lead Pastors, proactively building good relationships
- Liaise with trustees as required

Meeting administration for Lead Pastors

- Arrange meetings, book rooms and compile agendas and pre meeting briefings, circulate agendas and papers, take and write up minutes/action points as required
- Tracking action points from all meetings, ensuring tasks are managed and followed through to agreed timescale
- Prepare necessary paperwork (and other info) for internal and external meetings
- Assist with meetings and conference arrangements for the Lead Pastors
- Liaise with trustees and provide assistance to the executive assistant when required
- SLT coordination; including organising meetings, circulation and tracking of action points
- Monitoring and responding to the central church emails

Balham site support

- Load and process connect cards onto Church Suite
- Keep Balham Church Suite flows up to date, address book clean and tags correct
- Ensure any service specific needs (eg communion elements) are ordered
- Under the direction of the Site Pastor help find contributions for stories



- Ensure Balham service leaders and contributors receive scripts
- Update compassion slide with supplies that are needed

General Office Administration

- Be responsible for ordering and holding supplies for Sundays and events
- Be the main contact point for all queries coming into the office and into V61, answering them proactively
- Manage all Falcon Road hirings

Other Duties

- Championing the values of V61
- Carry out other duties as directed by the Lead Pastors.
- Work as a willing team member to the administration team being prepared to cover, assist and support other administrators and EA during busy periods, time off and ad hoc projects
- Participate in general staff and congregational meetings or events as scheduled
- Comply with all Church operating policies and procedures
- Undertake any training or personal development as required

EXPERIENCE AND SKILLS

- High administration and organisation skills and ability to make processes and systems more efficient
- Knowledge of IT systems e.g. Microsoft Office, Google office suite, internet
- Appropriate level of confidentiality awareness
- Experience in managing multiple priorities, administrative coordination, and logistics
- Detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills
- Communication and interpersonal skills
- Ability to work independently and take initiative
- Flexibility to work on both challenging and routine tasks

While we think the above experience could be important, we're keen to hear from people that believe they have valuable experience to bring to the role and applicants from a range of different backgrounds and experiences. If you identify with the team and the mission, but not all of our requirements, then please still apply!

This role has a Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the aims and ethos of Vineyard 61's purpose and vision. Your personal spiritual growth is important to us and we will endeavour to support this.

OUR TEAM

We are a growing team with various pastoral, operational and administrative roles. Our team is adaptable, flexible and relational. This role requires that you will be a key member linking and supporting individual team members and joining weekly staff and prayer meetings.

<https://vineyard61.org/>