



Office Manager and Vicar's PA (part-time)

Application Pack

About St Paul's

St Paul's is a large and vibrant Church of England (Anglican) parish in the heart of Winchmore Hill in North London. It has one of the largest Church of England congregations in the area. We have three Sunday services, normally attended by over 200 people, and a range of services, groups, events and activities during the week.

In addition to two full-time clergy (Vicar and Curate), we employ a Children's and Families Worker (2.5 days pw), an Office Manager and Vicar's PA (10 hrs pw), a Facilities Manager (8 hours pw), and a Director of Music (6 hours pw). Over 100 volunteers give their time in a range of capacities.

About the role

Based in the Parish Office, the Office Manager and Vicar's PA plays a crucial role in the smooth running of the parish. This is both an outward-focused, people-facing role, as you will often be the first point of contact for enquiries, and you will be key in connecting people across the parish community, and also a role which requires self-motivation and an ability to work alone. You will work closely with the Vicar, for whom you will provide some personal assistance.

You will be line-managed by the Vicar, and you will work closely with the Facilities Manager, other clergy, Churchwardens, PCC Secretary, PCC Treasurer, and a number of other volunteers.

This appointment is being made on the retirement of the current post-holder, and there will be a period of handover to ensure a smooth transition.

JOB SPECIFICATION

Title	Office Manager and Vicar's PA
Employed by	The Parochial Church Council (PCC) of St Paul's, Winchmore Hill
Responsible to	The Vicar and PCC
Line managed by	The Vicar, Fr Daniel Sandham
Responsible for	Parish Office volunteers

Responsibilities

1. First point of contact for enquiries by telephone, email and post
2. Administrative assistance with publicity of services and events
3. Administration for infant baptisms
4. Administration for confirmation classes
5. Overseeing records for the Garden of Rest, and making arrangements for burials of cremated remains
6. Assistance with the reproduction of orders of service for regular and special services
7. Manage a small number of volunteer who assist with photocopying and other office jobs
8. Secretarial assistance to the Vicar
9. Other administrative assistance as required
10. Responsibility for stationery, office supplies, kitchen supplies and refreshments, and overseeing photocopier and other contracts and maintenance
11. Authorising payments for invoices and working expenses
12. Maintaining databases
13. Processing data used for providing references for primary and secondary school admissions
14. Due regard for safeguarding and health and safety policies and procedures
15. Manage data according to GDPR

PERSON SPECIFICATION

Essential

We expect the successful candidate to have the following qualities. To be shortlisted for this job you'll need to demonstrate these in your application.

1. Proven administrative and organisational skills in a professional setting
2. Excellent secretarial skills, including a high degree of competence in Word, Excel, and cloud-based document storage and sharing
3. Ability to use standard office equipment (e.g. photocopier)
4. Meticulous attention to detail
5. Excellent interpersonal skills, including excellent telephone manner and a high standard of written English
6. Maturity to deal with sensitive and confidential situations, and ability to maintain professional boundaries
7. Ability to work independently as well as part of a team, managing time effectively and able to prioritise and meet deadlines
8. Sympathy with the aims and objectives of the Church of England, and some working knowledge of church life

Desirable

The following qualities are not essential, so do not be put off applying because of them. But, if you do fulfil any of them, we'd love to hear about it when you apply.

1. Experience of working in a church setting
2. Experience of working as an administrator, PA or secretary

Key terms

Pay	£7,286-7,857 (£25,500-27,500 pro rata) depending on experience
Hours	10 hours per week, worked across 3-4 days to be discussed with the successful applicant.
Start date	24 June 2024
Place of work	The Parish Office, St Paul's Church Hall.
Benefits	A pension scheme is available where appropriate
Holiday	25 days pro rata, the majority of which should be taken in school holidays
Contract	Permanent contract. 6 month probation period.

HOW TO APPLY

Next steps

To apply, please send

- a letter of application to introduce yourself and tell us why you are suitable for this role, and an indication of your preferred starting date if successful
- an up-to-date CV
- details of two referees, including postal and email addresses

to Fr Daniel Sandham at vicar@spwh.org

Deadline: Wednesday 6 March 2024, 9am

Interviews: Tuesday 12 March 2024

Start date: Monday 24 June 2024

The Vicar is on a period of sabbatical starting in April, hence the relatively large gap between recruitment and start-date.

For an informal conversation about this role, contact Fr Daniel Sandham at vicar@spwh.org or on 020 8886 3545.

St Paul's, together with the Diocese of London, is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMHIUKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

Further information

Our website: www.spwh.org

We're on X (@spwh), Facebook (@spwh1828) and Instagram (@spwh1828)