



St Michael le Belfrey
Job Description

Job Title	PA (Priest in Charge & Operations Manager)
Department / Team	Operations / Admin
Accountable to	Priest in Charge
Working Hours	22.5 hours per week - flexible hours are available
Salary	£24,000 per annum pro rata
Contract Length	Permanent
Leave	25 days pro rata plus bank holidays pro rata

Job Purpose

St Michael le Belfrey (known as "The Belfrey") is a thriving Anglican church in the city-centre of York, with a lively worship life, a large membership spanning all ages, and a call to resource the North of England. We are in an exciting period in the life of our church, as we restore and reorder our church building, plant churches across the region and reach out to serve our local community.

The PA to the Priest in Charge & Operations Manager will be supporting these two members of the senior leadership team in their roles on a day-to-day basis during a very significant and busy period in the church's life. They will play an active role in HR and church governance administration; communicate with a very wide range of stakeholders including senior members of the Church of England; and will represent The Belfrey's leadership team to the church, the staff team and members of the public. We are looking for a trustworthy, warm and reliable administrator and a strong communicator who is excited to support the current and future story of The Belfrey from the centre of the staff team and the front lines of the leadership team.

PA to the Priest in Charge

1. Meet regularly with the Priest in Charge, ensuring he has all he needs for the week and to receive instructions
2. Manage the PIC's busy electronic diary
3. Manage the PIC's email inbox and other correspondence alongside your own
4. Set up meeting rooms or hospitality when required; be the contact person for guests of the PIC arriving at and leaving the office
5. Proactively look ahead to schedule and prepare for future diary items and events
6. Coordinate the planning, communication and other requirements for services, events and courses which the PIC is responsible for or involved with, often collaborating with colleagues
7. Book conferences, accommodation and travel in advance and in a cost-effective way for the PIC or visiting speakers
8. Have working knowledge of relevant budgets held by the PIC and work within them
9. Provide administrative support such as ordering, filing, printing or expense claims.

Governance Administration - *Under instruction from the Priest in Charge*

1. Schedule and communicate Parochial Church Council (PCC), Standing Committee, Northern Church Planting Group and other advisory board meetings
2. Compile and distribute agendas, papers and follow-up communications for these meetings
3. Ensure PCC papers are published publicly, and that items are filed and up to date in the shared PCC Google Drive
4. Administrate the Annual Parochial Church Meeting
5. Act as the church's Electoral Roll Officer, renewing and maintaining the Electoral Roll throughout the year.

PA to the Operations Manager

1. Provide support with calendar management and booking meetings
2. Assist the OM in managing their email inbox and correspondence
3. Assist with internal staff communications
4. Provide administrative support such as ordering, filing and printing.

HR Administration - *Under instruction from the Operations Manager*

1. Arrange the advertisement of roles, and monitor applications
2. Administrate interviews - liaise with candidates and panellists, book meeting rooms, provide refreshments, and prepare and appropriately file interview paperwork
3. Ensure UK Right to Work and appropriate levels of safeguarding checks have been completed, with the advice of the Parish Safeguarding Officer
4. Issue contracts to new staff members, and contract amendments/other paperwork when required
5. Administrate the annual appraisals process
6. Ensure templates for recruitment and management are up to date and are accessible to line managers.

Terms & Conditions

- The above job description is not exhaustive and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Line Manager.
- The post-holder will be part of the church's Staff Team (staff meeting on Monday morning) and therefore will be a committed Christian, a person of prayer and a worshipping member of The Belfrey committed to our vision and values. There is a genuine occupational requirement that the post-holder be a practising Christian.
- The post-holder will require to be safely recruited and to comply with our safeguarding policy and practices. This role will require an enhanced DBS check.

This Job Description was agreed by St Michael le Belfrey PCC on 18th March 2024.