



PERSONAL ASSISTANT



JOB DESCRIPTION

OUR VISION

**To see Jesus loved,
the church alive,
and society transformed,
in Torbay and beyond.**



ABOUT THE ROLE

Bay Church is a fun, exciting and vibrant church right in the heart of Torbay, Devon. The church was launched in Easter 2022 with a particular focus towards children, young families and young people. Since then, we've been privileged to see amazing growth and support, and we're really excited for what's still to come!

This is a key role to invest in the formative years of Bay Church. Increasing our ability to support growth by enabling the vision, activity and ministry priorities of the church and, in particular, supporting the Vicar as he leads the church.



WHO ARE WE LOOKING FOR?

ORGANISER

You'll be highly skilled in all things administrative, proactive in seeing what needs to be done with an attention to detail in doing it well and on time.

COMMUNICATOR

With excellent interpersonal skills you'll be able to communicate gracefully and boldly; face-to-face, over the phone and in writing.

ENABLER

You'll have a heart for the vision of the church, able to implement strategic changes that support the vision and release the Vicar into his wider role.

RESPONSIBILITIES

SUPPORT THE VICAR IN THEIR DAY-TO-DAY ADMINISTRATIVE TASKS

SUPPORT SENIOR LEADERSHIP IN WRITING REPORTS AND COMPILING DATA AND INFORMATION

ASSIST IN PRODUCING KEY COMMS FOR STAFF, CONGREGATION AND OTHER GROUPS

ATTEND WEEKLY STAFF MEETINGS; TAKING NOTES, CIRCULATING AND ORGANISING FOLLOW-UP ACTIONS

SCHEDULE APPOINTMENTS AND ORGANISING DIARY ENTRIES AND REMINDERS

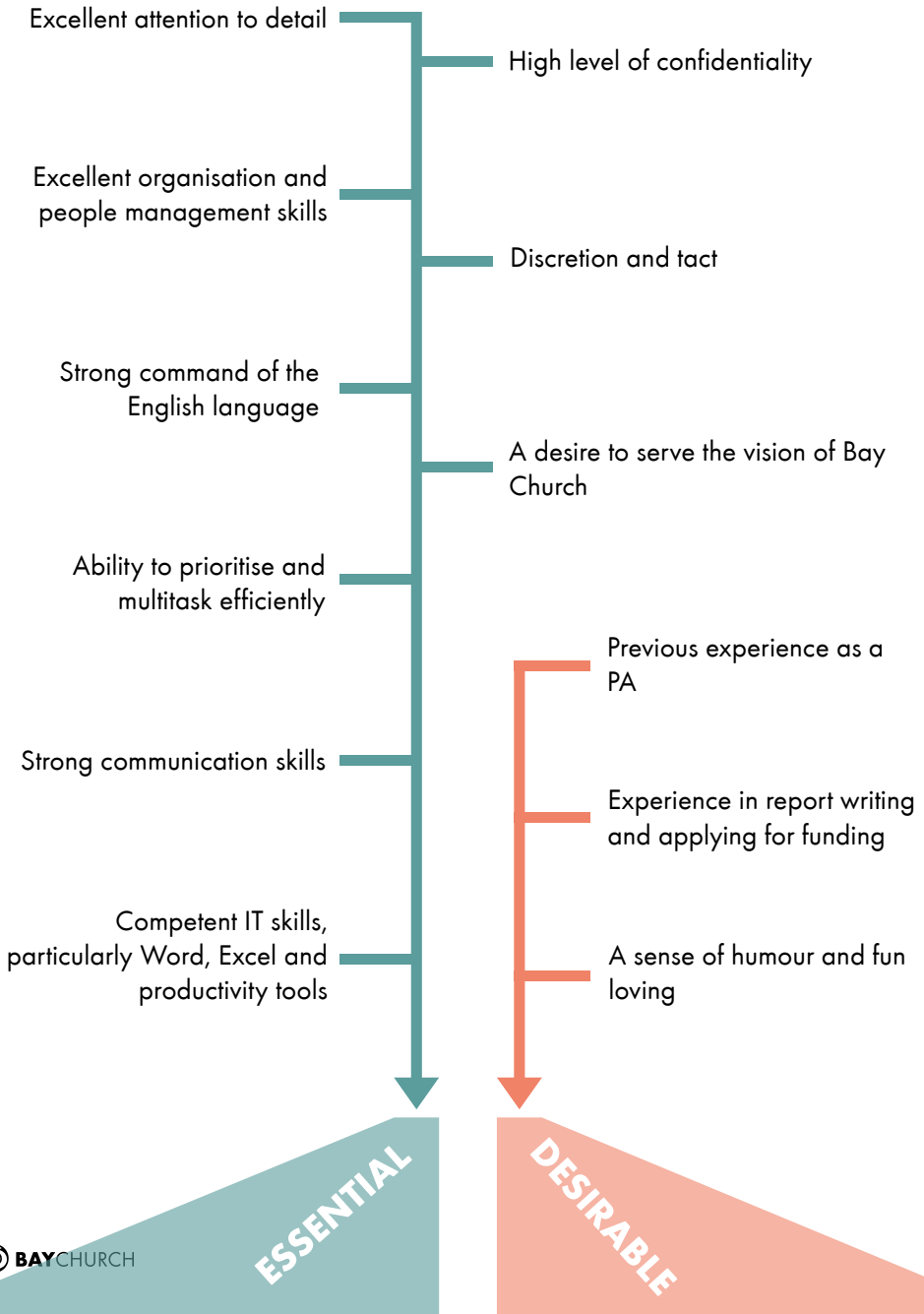
HANDLE LOGISTICS WITH TRAVEL AND HOTEL ARRANGEMENTS

HANDLE AND RESPOND TO CORRESPONDENCE INCLUDING PHONE CALLS, EMAILS AND MESSAGES

LIAISE WITH OTHER MEMBERS OF STAFF AND EXTERNAL PARTIES

MINUTE MEETINGS AND DISTRIBUTE TO ALL PARTICIPANTS

REQUIREMENTS



EXPECTATIONS

LOCATION

Our central location is St Andrew's in Paignton with other locations within the Bay being explored. You'll be expected to work at Bay Central with some remote flexibility.



WORKING HOURS



12 hours a week. Ideally 9.15 - 12.15 Monday to Thursday, with flexible arrangements available.

KEY EVENTS

There are a number of events throughout the year where you may be required to work outside of normal hours (governance and church meetings etc) with TOIL offered in return.



TEAM



Expectation to attend staff prayers and contribute to wider staff operations such as tidy times.

PAY AND BENEFITS





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Spring 2024