

**The Baptist Union of Great Britain – Baptist Union of Great Britain**

**Role Profile – Personal Assistant, Ministries**

<b>Job title:</b>	<b>Personal Assistant, Ministries (Supporting the Team Leader, Ministries)</b>
<b>Reports to:</b>	<b>Team Leader, Ministries</b>
<b>Direct reports:</b>	-
<b>Location</b>	<b>Didcot</b>

**A Main Purpose and Context of the Role**

This role provides secretarial and administrative support to the Team Leader, Ministries, as well as carrying out general administrative work related to the administration and communication of the Ministries Team.

**B Key Responsibilities**

Key responsibilities for the Personal Assistant role are as follows;

- Provide a pro-active and comprehensive secretarial and administrative system to support the work of the Team Leader, Ministries
- Co-ordinate, plan and maintain diary. This will include travel, accommodation and other arrangements.
- Project manage discrete pieces of work as required.
- Identify and action complex queries for approval by the Team Leader
- Liaise as necessary with external bodies including Associations, Colleges and the wider Baptist family
- Organise an office routine, which includes drafting and typing correspondence and documents, managing the flow of emails and telephone calls, taking appropriate action wherever possible, bringing forward items for action, and maintaining filing and record keeping systems.
- Liaising with other PAs and external contacts to arrange meetings and appointments
- Maintaining the confidential filing and storage of documents sent to and produced by the Team Leader, Ministries
- Collating and preparing expense claims
- Arranging team meetings for the Ministries team, including coordination of the agenda and minutes of such meetings
- Attending committees and meetings when requested to do so, and preparing minutes or notes

### **Changes to this role profile**

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Personal Assistant any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

## C Culture and Working Style at BUGB

Across our Union our culture and working style is still developing, and can be best described in the following words:

**Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”**

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- **Seek to be a movement of Spirit led communities.** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- **Feel like one team** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- **Embrace adventure** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- **Inspire others** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- **Share a Hunger** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

## **D Personal Attributes and Experience**

### **Essential**

- Previous experience of acting as a Personal Assistant is essential, together with practical experience of providing secretarial support in terms of correspondence, diary management and meetings.
- Experience of handling highly confidential documents and materials
- Experience of dealing with complex calls and enquiries that require tact and diplomacy

### **Desirable**

- Experience of and understanding of church structures and governance arrangements
- Understanding of the way in which the Baptist denomination operates at national and regional level

### **Knowledge and Abilities**

- Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Familiarity with basic Website administration
- Fast and accurate typing speed, with experience of preparing minutes, correspondence and committee reports
- Experience of working with databases to record and retrieve information
- Able to multi-task and work well under pressure
- Able to take accurate and comprehensive minutes of meetings and committees

### **Personal Qualities**

The PA to the Team Leader, Ministries is the first contact that many enquirers have with the Ministries Team. As such, they need to have a welcoming and reassuring communication style that puts callers at ease.

They will need to be well organised and able to show initiative to resolve problems that do not need the attention of the Team Leader. They also need to demonstrate the ability to relate well to others and to support collaborative working.

Bearing in mind the quantity of confidential and sensitive information that passes through the Ministries Team, it is important that the PA is trustworthy, diplomatic and discreet in conversation with both internal and external contacts.

**Christian ethos**

The Baptist Union of Great Britain is a Christian denominational body and as such, it is important that you can show an understanding of and sympathy with the ethos and values that we work to, as described earlier in this role profile.

**Salary and practical arrangements**

This role is offered on a part time basis of up to 18 hours per week, working in our modern offices at Baptist House, Didcot.

The starting salary for the role is based on a full time equivalent of £24,000 per annum dependent on experience.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover
- childcare voucher scheme
- a Cycle to Work scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets)
- free parking at our Didcot offices

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

**More information**

Closing date for applications is midday Friday 28 February, and interviews will take place early March at Baptist House, Didcot.

Please apply by sending a CV with covering letter to: [opportunities@baptist.org.uk](mailto:opportunities@baptist.org.uk)

February 2020