



woodlands
group of churches

Personal Assistant: Woodlands Church Family

The Woodlands Church Family (WCF) is a vibrant, growing family of churches with six sites located across the city of Bristol and a vision to plant more. As we've grown, so too has our team, and we are excited about appointing a new role in order to build our team of senior administrative staff.

We have an exciting opportunity and are looking for an experienced individual to join our administrative team at a senior level supporting key members of our senior leadership team. This new role will be essential in supporting and enabling the mission of the Church as we grow as a church family.

Are you someone who is well organised, can work flexibly using your own initiative and thrives in an administrative setting? If so, we would love to hear from you.

The Role

To provide personal assistance at a Woodlands Senior Leadership level. To manage their day-to-day communications and diary and support them in their leadership as they enable the mission of the Church.

When undertaking this role there may be times when you come across confidential information, therefore it is imperative that you are highly discreet and maintain confidentiality.

Key areas of work include:

- **Diary/calendar management;** manage and operate the Senior Leaders' diaries to include personal appointments, social obligations etc.,
- **Meetings, appointments and speaking engagements;** To support leadership team meetings in association with the executive assistant and senior administrators to understand the team's needs and priorities and assist in effectively planning and delivering outcomes from those meetings.
- **Communications;** Assist in drafting and delivery of key communications coming out of the Leader's office.
- **Triaging of email;** Manage the email accounts triaging and responding to emails to include the use of template responses, filtering and forwarding to others as appropriate.
- **Sunday Service/Ministry related admin;** this role may also be involved in assisting with the co-ordination of Sunday service teams, including production of service plans; planning and maintaining rotas; co-ordinating and administering Baptism preparation and scheduling dates.
- **Administration and hospitality;** there will be times when you may be asked to support and provide hospitality to events hosted by the Senior Leaders.

Requirements: This role requires a commitment to be a follower of Jesus and either a member of the Woodlands Church Family or another local church.

Experience and knowledge

Essential

Experience of

- Working in an administrative context supporting at a senior level.
- Respecting and maintaining confidentiality; ability to work with and process confidential information and tasks appropriately.
- Keeping senior leaders focussed on high-leverage activities.
- Anticipating the needs and priorities of a senior leaders' workload.
- Identifying improvements to ways of working and developing new systems to draw out additional efficiencies.

Desirable

- Working as a PA or EA previously

Skills and Abilities

Essential

- Excellent IT skills, particularly with Office 365: Word/Excel etc
- Excellent communication skills. Both written and verbal skills and ability to engage confidently with stakeholders of all levels using different methods across a wide range of audiences both internally and externally.
- Ability to prioritise the workload and sign post any work requiring vital attention.
- The ability to work flexibly using your own initiative. Well organised.

Desirable

- Good working knowledge of Microsoft Teams
- Willingness and ability to work outside normal office hours.
- Ability to work independently and proactively.

Occupational Requirement

As a group of churches our vision is to continually reproduce the life of Jesus. We therefore seek to create a culture and environment in our churches where every team member and volunteer is able to encourage and challenge one another and the many people who pass through the doors each day, to pursue that vision.

The role is primarily based at Woodlands Church in Clifton, Bristol. As a member of the staff team, you will be joining a faith community that meets to worship and pray together every week and we share prayer and worship moments throughout the day. Around the building, you'll often come across teams or individuals praying over their work and really speaking the language of faith.

Therefore, the role has an occupational requirement that the post holder be a follower of Jesus and a worshipping member of either Woodlands Church Family or another local church to ensure protection of our strong Christian ethos and values,

and our charitable objective of advancing the Christian faith. We also want to ensure all team members thrive and flourish in this environment.

Benefits

Pension Scheme

Health and wellbeing programme

Team events

In-house training and support of personal and professional development

Terms

This is a part time, permanent position contracted at around 4days/30hours per week.

The salary for this role is £24,000-£26,000 pro rata, depending on experience. The annual holiday entitlement is 25 days pro rata plus 8 days bank holiday pro rata.

The role will be based at Woodlands Church in Clifton, Bristol.

The detailed terms and conditions will be contained in the post-holders Contract of Employment and the staff handbook.

There will be a three-month probationary period with a review point after six weeks. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter.

The post is subject to satisfactory references.

We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. Therefore, please only apply if you are eligible to work in the UK as we will have to verify this before you can start work.

How to apply

The closing date for applications is midnight on Sunday 31st March 2024. However, this vacancy will close once we have sufficient applications.

Please contact Abby Harvey (abby.harvey@woodlandschurch.net) if you have any questions about the role.

If shortlisted, interviews will take place at Woodlands Church on Tuesday 16th April 2024.

For an application pack please contact HR julia.shrimpton@woodlandschurch.net

Please send your completed application to our HR lead julia.shrimpton@woodlandschurch.net copying the lead recruiter abby.harvey@woodlandschurch.net