

CHURCH
ARMY
.ORG

**Personal Assistant
to the CEO**

APPLICATION PACK

CONTENTS

ROLE OF PERSONAL ASSISTANT TO THE CEO	3
JOB DESCRIPTION.....	4
KEY RESPONSIBILITIES AND TASKS:	4
TRAINING	7
ROLE REQUIREMENTS:	8
OUTLINE TERMS AND CONDITIONS	9
WHAT MAKES US CHURCH ARMY	10
APPLICATION PROCESS.....	11



ROLE OF PERSONAL ASSISTANT TO THE CEO

The role of Personal Assistant (PA) is a key opportunity to work alongside the Senior Leadership Team and the Board of Trustees as they lead Church Army forward. The Chief Executive's role means there are multiple demands on their time and a number of responsibilities so a PA who can help them work efficiently and effectively is really important. The PA is a trusted and valued colleague who can help the CEO make the most impact with their time.

In order to perform in this role, you need to be someone who has excellent interpersonal skills and is able to engage confidently and effectively with a range of people. The PA represents the CEO and will be handling confidential information so requires someone who understand the importance of confidentiality, can work with discretion, and can always act professionally. To support the CEO most effectively, you will need to have excellent organisation skills and consider what information the CEO needs to make the best use of each meeting and event. You will also need to be able to manage a busy diary and multiple projects and tasks at one time with a flexible approach to the role to respond to the needs as they present.

Initially, the successful candidate will be working with the Interim CEO, Jude Davis. Church Army are currently recruiting for a new permanent CEO which is why we are recruiting for a new PA now so that they can learn all about the role and Church Army whilst working with Jude, and then be ready to continue offering that effective PA support to the new CEO from their first day. The PA will be a real help to the new CEO as they starts their new role with CA.

This role sits within our Co.Lab team which refers to the team of people whose roles have an operational focus on facilitating the work of CA across the UK and Ireland. The team come together at regular times over the year to develop connection, collaboration and community to help us better serve the wider Church Army community. You will get to be part of a team that works hard and is passionate about making a difference.

Jude Davis, Interim Chief Executive Officer

JOB DESCRIPTION

Job Title:	Personal Assistant to the Chief Executive Officer (CEO)
Location:	Wilson Carlile Centre, Sheffield
Responsible To:	Chief Executive Officer
Relating To:	Church Army Board, Senior Leadership Team (SLT), Management Group, Church Army Staff and Volunteers, Church Army Evangelists and Supporters, CA Patrons, CA President & Vice-Presidents, Marylebone Project Board.
Purpose:	To provide a highly efficient and confidential PA service to the CEO.
Objectives:	<ol style="list-style-type: none">1. To provide a highly efficient and confidential administrative service to the CEO.2. To coordinate events and meetings that sit within the CEO's Office.3. To optimise the working potential of the Chief Executive Office team through the effective organisation of time, information and resources.4. To provide a highly efficient and confidential administrative service to the Board of Trustees.5. To liaise when required with the CA Patron and patrons of individual projects.6. To provide a highly efficient and confidential administrative service to the President and Vice Presidents.7. To be an active member of the Co.Lab Team and of the staff body based at the Wilson Carlile Centre, Sheffield.

KEY RESPONSIBILITIES AND TASKS:

1. To provide a highly efficient and confidential administrative service to the CEO.

1.1 To manage the CEO's diary on a daily basis, ensuring regular commitments and requirements are fulfilled and the CEO has all the information they need for appointments.

1.2 To screen telephone calls for the CEO and manage any enquiries for the CEO, passing on messages and arranging follow up as required.

1.3 To arrange travel, accommodation and expenses for the CEO as required and in line with Church Army's Expenses Policy.

1.4 To support the CEO with general administration and communication, including sending out post and writing emails, and making calls.

1.5 To represent the CEO professionally and in line with Church Army values at all times.

1.6 On occasion, at the discretion of the CEO, to fulfil any of the above for other members of the Senior Leadership Team.

2 To coordinate events and meetings that sit within the CEO's Office.

2.1 To organise and plan monthly Senior Leadership Team meetings and quarterly residentials for SLT, including a yearly joint residential with the Management Group; organising rooms and arranging hospitality as required.

2.2 To attend and take minutes at SLT meetings and support the CEO with preparation of papers as required.

2.3 To organise meetings of the Marylebone Project Board and attend and take minutes at those meetings and help with the preparation of papers as required.

2.4 To diarise monthly Management Group meetings and arrange room bookings for them and communicate to the Management Group.

2.5 To create the fixed dates diary and ensure that it is communicated within the organisation.

2.6 To log the CEO's action points from the meetings of Board, Vice Presidents, SLT, Management Group and the Marylebone Project Board and ensure that they are carried through.

2.7 To arrange calls and video conferencing for the Church Army International Leaders and ensure that all those involved have the correct information required for the call and meeting; and to take notes of the call as required.

3 To optimise the working potential of the CEO through the effective organisation of time, information and resources.

3.1 To respond to emails that come into the CEO inbox and deal with accordingly.

3.2 To undertake research and prepare draft reports for the CEO as required.

3.3 To liaise with colleagues in the Fundraising Team and Finance Team to ensure the CEO writes to thank supporters as appropriate.

3.4 To diarise supervisions and appraisals for those who report directly to the CEO.

3.5 To proofread meeting papers and letters for the CEO.

3.6 To be the point of contact for Church Army Africa, ensuring the quarterly grant and donations are correct and goes out and respond to donations and gifts or ensure that the CEO does where appropriate.

3.7 As required, support the wider Senior Leadership Team with the administration of travel, accommodation, meeting minutes, and general admin support.

4 To provide a highly efficient and confidential administrative service to the Board of Trustees.

4.1 To collate and prepare papers for the Board as directed by the CEO and Company Secretary.

4.2 To collate and prepare papers for Board sub committees as required, including Finance Committee and Investment Committee.

4.3 To arrange meetings for the Board and the logistics and hospitality requirements of the meetings including an annual Board residential.

4.4 To answer queries from the Board regarding meetings and other matters as required.

4.5 To update Charity Commission, Companies House and Charities Regulator IE records as required.

4.6 To help in the preparations for the Annual General Meeting in advance and on the day.

5 To liaise when required with the CA Patron (HM The King) and patrons of individual projects

5.1 To maintain a schedule of regular contact with the CA Patron and ensure that contact is made.

5.2 To keep abreast of developments within the Royal Household that may require recognition from the CEO.

5.3 To liaise with the Royal Household as required around visits to CA's work and to take the lead in administration related to those visits.

5.4 To retain information on all those who serve as patrons of any aspects of CA's work, and to ensure that appropriate contact is made to recognise important events in their lives, in their work with CA, and on an annual basis to offer thanks.

6 To provide a highly efficient and confidential administrative service to the President and Vice Presidents.

6.1 To ensure that the President and Vice-Presidents remain well-informed of developments in the life and work of CA (although not to do the informing).

6.2 To offer administrative support to President and Vice-Presidents when working on behalf of CA which may include the provision of information and the management of travel and accommodation plans, and the reimbursement of expenses.

7. To be an active member of the Co.Lab Team and the staff body at Wilson Carlile Centre.

7.1 To attend the monthly Co.Lab team gatherings, and play an active part in the life, objectives and shared practices of the Co.Lab team.

7.2 To co-ordinate the CEO's involvement and contribution to Co.Lab meetings and to attend Co.Lab and contribute as a member of the team.

7.3 To help build a sense of community and teamwork within the Wilson Carlile Centre.

7.4 To share in the general responsibilities of all staff with regards to welcoming visitors to the Centre, dealing with incoming and outgoing post, and handling general enquiries.

TRAINING

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.



ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below. All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

ESSENTIAL	DESIRABLE
Knowledge, experience and understanding	
Experience of diary management of senior colleagues	Knowledge of Anglican church structures
Able to maintain confidentiality and be discreet	Basic knowledge of GDPR
Skills and abilities	
Strong interpersonal skills to be able to deal with a range of people and positions on the phone and face to face	
Confident in using IT	
Excellent time management skills and organisation skills	
Use of initiative and able to work independently	
Minute taking skills, or be willing to learn effective minute taking skills	
Ability to collaborate at a high level, both internally and with other organisations, like the Church of England.	
Attributes	
Trustworthy and approachable	
Able to stay calm under pressure	
In sympathy with the vision and values of Church Army	

OUTLINE TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield
Salary	£25,307 per annum
Hours	Between 30-37.5 hours per week*
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.
Annual Leave	25 days plus Bank Holidays (total 33 days)
Probation Period	Six Months
Contract Type	Full Time, Open Ended
Notice Period	4 weeks (after probation period)
DBS Requirement	A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.

*All terms will be pro-rata

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

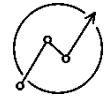


Everything we do is underpinned by our GRACEUP values:

Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



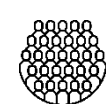
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our website below our vacancies.

APPLICATION PROCESS

If you would like you to find out any more about the role, please contact our recruitment team on recruitment@churcharmy.org

To apply, please submit a **Church Army Application Form** which is available to download from the job advert on our website.

Deadline: Monday 19th August 2024

Interview date: Friday 30th August 2024

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org