

Job profile	
Job title	EA (Executive Assistant) to Lead Pastors
Team/Department	Operations
Reports to	Lead Pastors of Hope Street Church
Principle Location	1 Hope Street
Travel required	On occasions
Full time or Part time (days per week)	Part-time 3 days a week
Salary	£23,561- £25,917 FTE depending on experience
DBS check required (Yes/No)	No
Special conditions of employment	This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010 and to be a committed part of the Hope Street congregation.
Date written/updated	30/01/24

#### Role context

Hope Street is a new resource church within the Diocese of St Asaph, given a bold commission for evangelism and mission. We have a vision to be “a people of hope, following Jesus, giving ourselves away to see Wrexham renewed” which seeks, in the power of the Holy Spirit, to live out the gospel with courage, creativity, and generosity; making new disciples; and raising up and empowering the next generation. As a resource church we have a vocation to train leaders and plant churches in order to play our part in the evangelisation of the nation, the revitalisation of the church and the transformation of society.

Since starting in January 2021 the church has grown quickly, to around 300 adults and 80 children and youth at the beginning of 2024. Our building, a refurbished former Burton shop in the centre of Wrexham, hosts a variety of midweek activities and a coffee business, ‘Tabernacl’, staffed and run by the church. We are planning towards our first church plant in 2025.

Each member of staff plays a key role in contributing to the vision, with an emphasis on facilitating and equipping the congregation to live out the vision of the church. Our mission is bigger than any individual task but together our work contributes to the whole. As a Christian organisation, our faith is an integral part of our working culture.

#### Role purpose and objectives in the context of the Team’s role and aims

In your role, you will be supporting the Lead Pastors by providing administrative and practical support for them and occasionally the wider staff team. You will be helping to manage the Lead Pastors’ diaries, taking minutes in meetings, representing the Lead Pastors in some meetings, initiating and managing projects and events to support the Lead Pastors, and helping with other ad hoc tasks as required. The successful candidate must be prepared to work in a fast-paced environment and possess the ability to be flexible in many different situations, maintaining strict confidentiality as required and bringing a level of professionalism among staff.

## Key responsibilities

- Manage the Lead Pastors' diaries, schedule meetings, ensure they are appropriately briefed for meetings and highlight any issues which may arise from schedule conflicts so they can be managed effectively
- Monitor and manage the Lead Pastors' inboxes and support them by bringing to their attention important information and deadlines;
- Manage and hold the church calendar, assisting the Lead Pastors in forward planning and ministry/event scheduling
- Administrative support for Lead Pastors line management responsibilities;
- Organise, take minutes for and circulate action points following various meetings to be attended by the clergy team including both internal and external meetings;
- Assist in report writing, including reports to Trustee Board and wider Church in Wales stakeholders;
- Process expense forms and invoices;
- Gather resources needed for the Lead Pastors' appointments and services;
- Make travel arrangements and venue bookings, including for annual staff retreat;
- Provide logistical support for events organised by the SLT including leaders gatherings and core team meetings;
- Research assistance for talk preparation and project development;
- Ensure that visitors of the clergy are supported in terms of administrative requirements, logistical needs and hospitality arrangements;
- Coordinate internal and external communication on behalf of the SLT, when necessary;
- Provide administrative support for funeral arrangements, weddings and baptism bookings and certification;
- Other ad hoc administrative tasks based in the Hope Street administrative offices and church, including assisting in the organisation and maintaining of office systems.

## Essential and desirable skills, knowledge and experience required for the job

### ESSENTIAL SKILLS:

- Understanding and alignment with Hope Street's vision and active engagement in the church life and community.
- Strong Christian faith with a passion for ministry and a Godly working environment.
- Excellent written and verbal communication skills (including spelling and grammar).
- Excellent time-management skills and an ability to organise and coordinate multiple concurrent projects and competing tasks.
- Open to giving and receiving constructive feedback recognising the potential, giftings and talents in every person.
- Attention to detail and accuracy.
- Proficiency with office productivity tools and an aptitude for learning new software and systems.
- A self-starter able to work on own initiative, to identify problems and find solutions
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.
- Ability to seek clarification, adapt approach to resolve (or avoid) conflict and manage complaints and/or challenging requests.

- Professional manner with emphasis on confidentiality in order to handle personal sensitive information and data discretely and professionally. Maintains knowledge of Data Protection use, storage and legal requirements.

**DESIRABLE SKILLS:**

- Four or more years of experience in an administrative role reporting directly to upper management.
- Experience in overseeing budgets and expenses.
- Experience in developing internal processes and filing systems.
- Welsh language

### Working environment

We are a dynamic working environment which aims to honour God with our best in what we do. We are young church and the pace of change and need for adaptability will reflect this. Our ethos is to be grateful, gracious and professional as a staff team, giving our best and working with integrity and generosity. It will be an exciting and challenging place to work, full of variety. We want to create a can-do environment where innovation and creativity is encouraged alongside serving others. Our primary responsibility is to serve the congregation and equip them for kingdom ministry.

### Work expectations

- Part-time.
- 25 days holiday per annum (pro rata)
- Willingness to work at key church services and events, including Christmas and Easter services, Focus (our annual church holiday), and the annual staff retreat (usually in January).
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