



Job Title: Assistant Leader

Aim:

- To assist the Vicar and PCC in bringing the church's vision into reality by effective planning and action
- To release the Vicar from some current management responsibilities, enabling him to focus more on spiritual leadership / preaching and teaching / pastoral work etc.

Principles:

- As the vicar and post-holder will work closely together, their working relationship is critical to the success of the role. The vicar must trust the post-holder so he can delegate work; the post holder must be willing to challenge the vicar if the plans are unrealistic
- The post holder must be fully behind the vision of the church, and will be able to help shape and refine it as time goes on
- As a new role, it is inevitable this will develop and change over time. Clear communication with Vicar and PCC about what is and isn't part of the role will be needed as it develops

What the role is not:

- An additional church administrator
- A manager for any building projects that happen

Responsibilities:

- Devising, implementing, monitoring and adapting plans to turn stated vision (such as vision documents and parish mission action plans, pMAPs) and other leadership decisions into reality
- Leading on specific short-term projects as directed by the vicar (possibilities identified pre- coronavirus included: drawing together umbrella groups in mission focus areas that need them but don't yet have them; revamping the foyer and welcoming areas in the church building; working out what evangelism training would be appropriate for us and ensuring it happens; implementing initiatives to encourage deeper community across the church life)
- Being part of the Strategy Group, to help formulate realistic proposals for the PCC to debate [the post holder is part of the overall leadership ... "both so that they understand and are involved in the leadership ethos and appreciate why decisions are being made, but also so that they can flag up operational issues at an early stage" (John Truscott)]
- Other responsibilities may become apparent in line with the post holder's gifts and character – for instance, the post-holder could help the vicar provide support, direction, mentoring and encouragement to leaders of the mission focus areas; or ensure out internal and external communications are co-ordinated, consistent, fit for purpose, using the right channels etc.

Person specification:

Must be:

- A committed Christian who demonstrates our church values (God-dependent, Bible-based, grace-filled, mission-focused, authentic community) and is willing to be part of our church community
- Excellent at working with and managing volunteers
- Good at implementing change
- Able to set out a plan to turn vision into reality
- Able to work independently and take initiative when appropriate
- Able to grasp the big picture and think strategically, but also to give attention to detail
- Able to work closely and honestly with the vicar
- A team player

Could be:

- Flexible to deal with different issues as they arise
- Strong administratively
- Experienced at managing projects
- A good communicator (written, verbal, electronic; although not expected to do much up-front speaking as part of the role)

Terms and conditions:

Hours: 3 days per week

Holidays: employees are encouraged to take 6 week's annual leave, plus bank holiday – pro rata.

Working pattern: flexible, to fit in with other paid employment. But likely to include some evening and weekend work for meetings with volunteers. Ideally to come regularly to staff lunch (Wednesday 1.15-2.30pm) and staff prayers (Thursdays 9.15-10.30am).

There will be some hot-desking space available in the parish office – the post holder can work from home or office as they prefer.

Salary: on a payscale of £13,260 to £15,720 [£22,100 to £26,200 FTE]

The PCC currently pay pension contributions (via the Church Workers pension scheme) at 5%.

The PCC will reimburse reasonable expenses.

Length of contract: funding is in place for 18 months. We hope the post will be longer-term but we cannot guarantee that at this point. There is an initial 3-month probationary period.

Training and support: the post-holder would be encouraged to go on relevant training courses, network with other similar post-holders, meet with a mentor or spiritual director etc.

This post is subject to our safe recruiting procedures, including a satisfactory DBS check.