

Kings Cross Church

PA and Events Assistant



21 hours per week

Salary: £24-£26k pro rata depending on experience

PA to Associate Leader and Events Assistant – Job Description

Role

- Personal Assistant to support Pete James, Associate Leader of KXC, and providing wider administrative support to larger one-off events across the life of KXC.

Responsibilities

- **Correspondence and Communication**
Support with responding to email, letter and telephone correspondence as required.
- **Diary Management**
Management of diary including meetings, external engagements, Diocese meetings. Communicating with others to arrange meetings, and organising venues as needed.
- **Meeting support**
Providing support and hospitality for any meetings as required
- **Departmental Support**
Assisting with the administrative elements associated with overseeing Hubs and Pattern, including database maintenance, budget management and event planning; the Charring of the Executive team; and the line management of the staff team.
- **Events**
Providing additional support to support larger one-off events within the staff team. These may include student weekends away, Alpha course events, training nights, church socials etc as required.
- **Database**
Helping to maintain and develop KXC's 'ChurchApp' database, ensuring information is up-to-date and that new tools and features are explored and utilized effectively.
- **Expenses**
Supporting Pete James with expense tracking and submission of invoices as required.

Key Skills

- Excellent oral and written communication skills
- Pastoral and good with people
- Organised, efficient and be able to prioritise different tasks
- Confidential and trustworthy
- A self-starter able to work on own initiative, to identify problems and find solutions quickly.
- Computer literate with Microsoft Office packages (e.g. Word, Excel, Email)

Hours of work

21 hours per week with occasional evening and weekend work. Time Off In Lieu awarded for any work outside of core hours.

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- Probationary period of 6 months
- Reports to Pete James

Holidays

6 days paid holiday (plus an additional 2 days at Easter and 3 days at Christmas), plus bank holidays.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate, if not already, attends KXC.

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.

Start Date

September 2017 onwards

To Apply for the Post

Please send an up-to-date CV (giving addresses of two referees - one personal, one professional) via email to: rich@kxc.org.uk

Deadline for applications: Friday 21st July

Interviews: July/August 2017

For any further information about the role please do not hesitate to contact Rich Spens on 0203 432 5396 or at rich@kxc.org.uk