

# 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 Chairing 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.

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

- 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**

October 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](mailto:rich@kxc.org.uk)

*Deadline for applications: Tuesday 19<sup>th</sup> September*

*Interviews: Monday 25<sup>th</sup> September*

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](mailto:rich@kxc.org.uk)