

JOB DESCRIPTION

PA to the Senior Leaders

Purpose

To provide PA support to the Senior Leaders and administrative support on key tasks within the Operations Department.

Key Tasks and Responsibilities

1. Work closely with the Senior Leader to ensure:
 - correspondence, emails, expenses and management of the diary/meetings are dealt with efficiently
 - prepare and distribute paperwork for meetings, take minutes, follow up on action items and develop and maintain effective office systems
 - manage arrangements for meetings, refreshments and requirements for visiting speakers
 - book conferences and organise travel arrangements for all trips including preparing itineraries.
2. Provide admin support to the Co-Senior Leader and assist with organising and planning events eg staff retreat, Heart Women.
3. Oversee the Heart Church wedding registrars including:
 - ensure the legal obligations are in place to conduct weddings
 - the registrars are fully up to date with the current legislation regarding the wedding ceremony and the filling out of all documents
 - send marriage returns back to the Registry Office on a quarterly basis
 - liaise with couples regarding their documentation and with registrars
4. Support the Operations Team with the smooth running of the offices which can include covering reception, health and safety tasks, database support.
5. Assist the Head of Pastoral Care with diary management.
6. Work as part of the Heart Church staff team and assist with other activities as required.

Financial or Other Authorities

None

Reporting Line

Operations Manager

December 2020