



PA to Lead Pastors & Ministry Assistant

Job Description

(12 month Maternity Leave cover)

V61 Church is searching for a PA/Administrator who is a passionate pursuer of Jesus and wants to contribute to the health and growth of the church with this key role.

Job Title: PA to Lead Pastors & Administrator

Job Role: To provide full and proactive administrative, research and key relationship support to the Lead Pastors in all areas of their work along with general administrative tasks

Based at: Church Office - currently V61 West Side Church, Melody Road, Wandsworth, SW18 2QQ. There needs to be a willingness to travel between sites for this role.

Reports to: Lead Pastors

Hours: Full or part time considered

It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.

Annual Leave: 28 days paid holiday including bank holidays pro rata

Salary: Discussed on application

Probation Period: 3 months

Terms of Employment: 1 year contract initially

Start date: End of October/ Beginning of November 2025



KEY RESPONSIBILITIES

PA support

- Manage the Lead Pastors diaries, liaising with the different people and organisations as required. Support and remind the Lead Pastors in their relationships with staff, members and external individuals and organisations
- Provide administrative support to the Site Pastors where required
- Respond to and initiate telephone and email enquiries to and from the Lead Pastors
- Prioritise and process incoming correspondence, taking initiative where appropriate and respond as directed
- Assist Lead Pastors with School of Kingdom Ministry administration, preparation and onboarding of students.
- Assist Lead Pastors in planning and executing any events

Research, writing and comms

- Work closely with the communications team to plan and execute church comms. Proofread and edit articles, correspondence and talks, and create presentations on behalf of the Lead Pastors
- Reflect the lead pastors voices on all comms internal and external including reports, newsletter, emails, sunday comms etc
- Assist with planning and administrating life groups
- Undertaking research projects
- Conduct research and help formulate preaches and talks for Lead Pastors
- Help in the preparation of sermon series briefs
- Prepare briefing documents for meetings as required
- Prepare templates of Sunday scripts and Life Group guides for all sites

Key Relationships builder

- Act as first point of contact for the Lead Pastors, proactively building good relationships
- Liaise with trustees as required - circulating minutes, preparing meeting agendas and key documents ahead of trustee meetings.
- Assisting Lead Pastors in preparing for trustee meetings.

Meeting administration for Lead Pastors

- Arrange meetings, book rooms and compile agendas and pre meeting briefings, circulate agendas and papers, take and write up minutes/action points as required
- Tracking action points from all meetings, ensuring tasks are managed and followed through to agreed timescale
- Prepare necessary paperwork (and other info) for internal and external meetings
- Assist with meetings and conference arrangements for the Lead Pastors
- Monitoring and responding to the central church emails and church phone.

Balham & Battersea Site Support

- Keep Balham & Battersea Church Suite up to date and oversee the newcomer assimilation process
- Liaise with Balham & Battersea service leaders and contributors

Other Duties

- Championing the values of V61

- Carry out other duties as directed by the Lead Pastors.
- Work as a willing team member to the administration team being prepared to cover, assist and support other administrators during busy periods, time off and ad hoc projects
- Participate in general staff and congregational meetings or events as scheduled
- Comply with all Church operating policies and procedures
- Undertake any training or personal development as required

EXPERIENCE AND SKILLS

- High administration and organisation skills and ability to make processes and systems more efficient
- Knowledge of IT systems e.g. Microsoft Office, Google office suite, internet
- Appropriate level of confidentiality awareness
- Experience in managing multiple priorities, administrative coordination, and logistics
- Detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills
- Communication and interpersonal skills
- Ability to work independently and take initiative
- Flexibility to work on both challenging and routine tasks
- Demonstrates tenacity in execution

While we think the above experience could be important, we're keen to hear from people that believe they have valuable experience to bring to the role and applicants from a range of different backgrounds and experiences. If you identify with the team and the mission, but not all of our requirements, then please still apply!

This role has a Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the aims and ethos of Vineyard 61's purpose and vision. Your personal spiritual growth is important to us and we will endeavour to support this.

OUR TEAM

We are a growing team with various pastoral, operational and administrative roles. Our team is adaptable, flexible and relational. This role requires that you will be a key member linking and supporting individual team members and joining weekly staff and prayer meetings.

<https://vineyard61.org/>

