

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Principal's Personal Assistant</b>
<b>Location:</b>	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG
<b>Responsible to:</b>	Principal
<b>Internal relationships:</b>	Directors, faculty, College managers, administrative staff
<b>External relationships:</b>	Methodist leaders and connexional team, denominational and church leaders, international contacts
<b>Purpose and Objectives:</b>	To provide secretarial support and personal assistance to the Principal of Cliff College

### Vision 21

Vision	Cliff College: A Global Centre for Evangelism and Missiology
Aim	To be a Methodist evangelical learning community, rooted in God's Word and Spirit for the purpose of equipping God's people for practical ministry and cutting-edge missional engagement.
Objectives	<p>To enable an <b>encounter</b> of God in an array of places, contexts and environments, offering the whole Cliff community the opportunity to grow and develop as disciples.</p> <p>To <b>equip</b> individuals, as disciples, through a wide range of formal and informal, validated and non-validated, onsite, online and hybrid learning opportunities.</p> <p>To <b>engage</b> individuals and groups through a variety of evangelistic and missional opportunities at Cliff, throughout the UK and across the globe.</p>

## Main Responsibilities

### Secretarial Support

1. To provide high level, confidential and timely secretarial support:
  - (a) To be responsible for the Principal's diary, scheduling meetings and arranging travel and accommodation
  - (b) To provide day to day support through filtering phone calls, managing emails, receiving correspondence, documents and messages; making responses and taking action as appropriate
  - (c) To provide support in meetings through organising agendas, taking minutes, drafting correspondence and producing documents
  - (d) To support the Cliff College Committee through the preparation, drafting and production of documentation, working closely with the Chair of the Committee and acting as the secretary to the Committee.
  - (e) To support the Executive Committee through the preparation, drafting and production of documentation, working with Directors as appropriate and to maintain a record of the meeting.
  - (f) To be responsible for record management, including electronic and paper filing, databases and policy documents, archiving as appropriate and aiming to improve paperless working.

### Personal Assistance

2. To provide a professional, supportive and customer orientated service
  - (a) To act as the first point of call for staff, students, visitors, those from the Methodist Church and other stakeholders
  - (b) To coordinate financial documentation, including expenses, in collaboration with the finance team
  - (c) To arrange hospitality, in collaboration with the Catering and Conference Centre teams, and book accommodation as required
  - (d) To arrange attendance at conferences and other meetings, both in the UK and internationally, in line with College processes
  - (e) To ensure the office is efficient, identifying opportunities to improve procedures and suggesting how things could be done differently

### Other Duties

3. To support specific roles and responsibilities
  - (a) To coordinate Cliff teaching commitments, liaising with PLs regarding lecturing and marking requirements
  - (b) To arrange and support a range of preaching, teaching and speaking opportunities in the UK and overseas, eg. Cliff Local
  - (c) To complete any other duties, as required by your line manager

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
<b>Education and training</b>	Appropriate qualifications in business or administration, or experience in similar roles.		A, Q, I
	Evidence of ongoing professional development		A, I
<b>Proven ability</b>	Good experience of working as a secretary and personal assistant		A, I
	Computer literate; ability to work effectively with Microsoft Office applications, especially Excel, Word and Outlook		A, I, E
	Excellent written and oral communication skills		A, I, E
	Ability to give attention to detail		A, I
		Experience of managing a budget	A, I
<b>Special Knowledge and Skills</b>	Ability to organise yourself, manage your workload and work to agreed deadlines		A, I
	Ability to maintain confidentiality and discretion		A, I
	Ability to work as an effective member of a team		A, I
<b>Special Qualities or Aptitudes</b>	Fully in sympathy with and supportive of the ethos and charisms of Cliff College		A, I
	Willing to play an active role in the life of the Cliff Community		A, I
<b>Other Requirements</b>	Fully in sympathy with the 'Our Calling' statement of the Methodist Church	Membership of a member denomination of CTBI or equivalent	A, I

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

## TERMS AND CONDITIONS

<b>Terms of appointment</b>	Permanent
<b>Hours of work:</b>	Full-time, Monday to Friday
<b>Remuneration:</b>	£26,000-£28,000 per annum
<b>Health and safety:</b>	The post holder will be subject to Cliff College's Health and Safety policy
<b>Equal opportunities:</b>	The post holder will be subject to Cliff College's Equality, Diversity & Inclusion policy
<b>Physical conditions:</b>	Individual office accommodation at Cliff College
<b>Disclosure:</b>	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS)
<b>Work permit:</b>	Appointment will be subject to documentary evidence of the right to live and work in the UK
<b>Holiday entitlement:</b>	Your pro rata holiday entitlement is dependent on your years of service: Years 1–4: 25 days annual leave + 8 bank holidays = 33 days; Years 5–9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days.  All Cliff College staff members are required to work the second May bank holiday as this is Cliff Festival
<b>Sick pay:</b>	Entitlement in accordance with Cliff College's leave policy
<b>Pension:</b>	There is a defined contribution pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions
<b>Probationary period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months