



The United Reformed Church (Northern Province) Trust Limited

Role Description

Moderator & Clerks' Personal Assistant

Job Title	Moderator & Clerks' PA
Reporting to	Synod Clerk
Location	Office based at the Northern Synod Office 4 College Lane, Newcastle NE1 8JJ
Salary	£18,978
Travel	Occasional travel across the northeast, and UK
Working hours	Part time - 21 hours per week with 23 days annual leave plus bank holidays (pro rata). An additional day of annual leave is given with each complete year of service, to a maximum of 27. Working outside of normal hours can be an occasional feature of this role, requiring some flexibility.
Terms of appointment	Permanent position
Job Summary	To provide high-level, proactive and confidential personal assistance to the Moderator and Synod Clerks. The postholder will support the mission and ministry of the United Reformed Church by enabling colleagues to fulfil their responsibilities effectively and by providing high-quality, efficient and professional administrative support.
Key relationships	This post is part of the synod Administration Support Team and the post-holder will work closely with the Synod Moderator, Clerks, other team members, synod committees, synod churches and colleagues. The post-holder will liaise regularly with URC colleagues at The Offices of General Assembly and across the wider denomination. Professional working relationships are required with external suppliers.

General Administration

1. To fulfil all the tasks necessary for the effective administration of the Synod in conjunction with synod colleagues.
2. To share in the responsibility of ensuring a reception service is provided to welcome visitors and respond to phone calls, to act as a key point of contact for visitors.
3. To administer arrangements for synod events and other meetings including making bookings and co-ordinating responses, as appropriate.
4. Preparation of agendas and papers and taking minutes for various committee meetings.

Communications

5. To be responsible for oversight of IT provision and maintenance, liaising with IT consultant as necessary.
6. To organise mailings to synod churches and other key church personnel, also sending general mailings to other mailing lists.

Health and Safety

7. To support the safety and security of the synod office, equipment and effects.
8. To support liaison with the landlord on office maintenance and upkeep.

Data protection/GDPR/Safeguarding

9. Ensuring office administration arrangements and communications are compliant with data protection regulations in conjunction with the Synod Clerk (Admin & Governance).
10. Administer DBS processes for staff and relevant office holders.
11. Act as a DBS document verifier.
12. Maintain secure and confidential records.
13. Updating Synod and URC databases, updating Synod Handbook and URC Yearbook details.

Financial Administration

14. To undertake BACS transactions in accordance with office procedures when necessary.
15. To be responsible for office purchases on an office credit card.

Moderator/Clerks' Personal Assistant

16. To provide confidential administrative support to the Synod Moderator and Clerks
 - a) All administrative tasks requested by the Moderator/Clerks.
 - b) Diary management as required, arranging travel and accommodation needs.
 - c) Communicating with the Offices of General Assembly.

Continuing Professional Development

17. The post-holder is required to take responsibility for their own professional development by keeping up to date with the latest thinking and practice, to support the development of others, and participate in in-service training on a regular basis.

Professional conduct

18. The post-holder is required to promote, monitor and maintain best practice in health, safety and security, and data protection principles and practice. To actively promote an environment which values equality and diversity, to foster Safeguarding and work within the denomination and Synod's Safeguarding policies and procedures.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organisational or departmental needs and this job description will therefore be subject to periodic review.

The Postholder must be sympathetic to the ethos, values and mission of the United Reformed Church and able to work respectfully within a Christian context. The successful applicant will be required to undertake a basic DBS check.

Essential Criteria

- A good standard of general education, including 5 GCSEs (or equivalent) including English and Mathematics.
- Experience in an administrative role in an office environment.
- Excellent organisational and administrative skills.
- High level of competence in Microsoft Office applications, including Outlook, Word, Excel, and Teams.
- Excellent written and verbal communication skills.
- Ability to manage competing priorities and work independently.
- Ability to handle confidential and sensitive information with discretion.
- Ability to work collaboratively.
- Experience of maintaining office systems and accurate records.
- Numerate with high level of attention to detail.
- Good interpersonal skills, ability to work as part of a team.

Desirable Criteria

- Qualification in business administration, office management, or a related field.
- Experience of financial administration.
- Experience supporting senior leaders, boards, or committees.
- Experience working within the charity, church, or voluntary sector.
- Experience coordinating meetings and event logistics.

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