

# PA TO GENERAL DIRECTOR AND DIRECTOR OF MINISTRY

## Application Pack



CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road,  
University of Warwick Science Park, COVENTRY CV4 7EZ

Church Pastoral Aid Society, registered charity no 1007820  
A company limited by guarantee, registered in England no 2673220  
Registered office at address above

## Thank you for your interest in the post of PA to the General Director and Director of Ministry

CPAS has been resourcing local churches since 1836. CPAS has recently refreshed its vision and recalibrated the way it will support the local church in evangelism in the 2020's. This has reconnected us to the passion for evangelism expressed in 1836 but allowed new ideas to rise to the surface, not least a commitment to working with new forms of local church and a new generation of leaders. Through our patronage responsibilities, we are involved in making clergy appointments every month of the year and in every Diocese of the Church of England. Our leadership and training work has extensive reach with church leaders, lay and ordained. We also run residential and holidays for children and young people, including a rapidly expanding programme with Church of England primary schools.

The CPAS staff team is overseen by the General Director, who shares this responsibility with the Director of Ministry and the Director of Operations and Finance. In order for the General Director to discharge his/her responsibility, this "office" needs to be resourced by a PA of the highest calibre. It is therefore likely that the successful applicant will be someone who has experience of working at the highest level in organisations, negotiating between different stakeholders, competent in governance and communication, of a personable nature and likely to have some substantial understanding of the Church of England. The person appointed will need to be able to organise their own work effectively, to carry through substantial projects, to take minutes and prepare other documentation for trustee and other meetings, and to manage/respond on behalf of the General Director and Director of Ministry.

No two days will ever be the same in this role – and there will be seasons of substantial busyness to be balanced with other periods of less urgent work. Given that the current General Director works remotely, it will be necessary for the successful candidate to be able to work at the highest level largely unsupervised.

The successful candidate will be a person who is motivated by supporting the contribution of an evangelical mission agency at a national level, and with a passion to see the organisation led well and represented excellently to external stakeholders and individuals.

Hopefully this pack will tell you everything you need to know to decide if this might be the role for you, but if you would like an informal discussion about any aspects of the role or the details in this pack please contact John Dunnett (General Director) via email on [jdunnett@cpas.org.uk](mailto:jdunnett@cpas.org.uk)

### About CPAS

CPAS is an Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Established in 1836, our founders' purpose was captured in the phrase 'the gospel to everyone with a single eye to the glory of God'. The spiritual needs of men, women and children in our nations continue to motivate us and are reflected in our mission statement: **CPAS enables churches to help every person hear and discover the good news of Jesus Christ.**

The three main areas of our work are:

- **Leadership:** Resources, events and programmes to develop leaders at all levels in local churches, including Growing Leaders, PCC Tonight and the Arrow Leadership Programme. Our leadership training encompasses a wide range of key leadership topics, much of which is delivered in partnership with Church of England dioceses.
- **Venture and Falcon holidays and School Ventures:** Over 4,000 children and young people exploring life with Jesus on more than 100 residential holidays and weekends across England and Wales each year, which are led by 3,000 volunteer leaders.
- **Patronage:** As the UK's largest evangelical patron, we are involved in the appointment process for clergy at almost 700 churches.

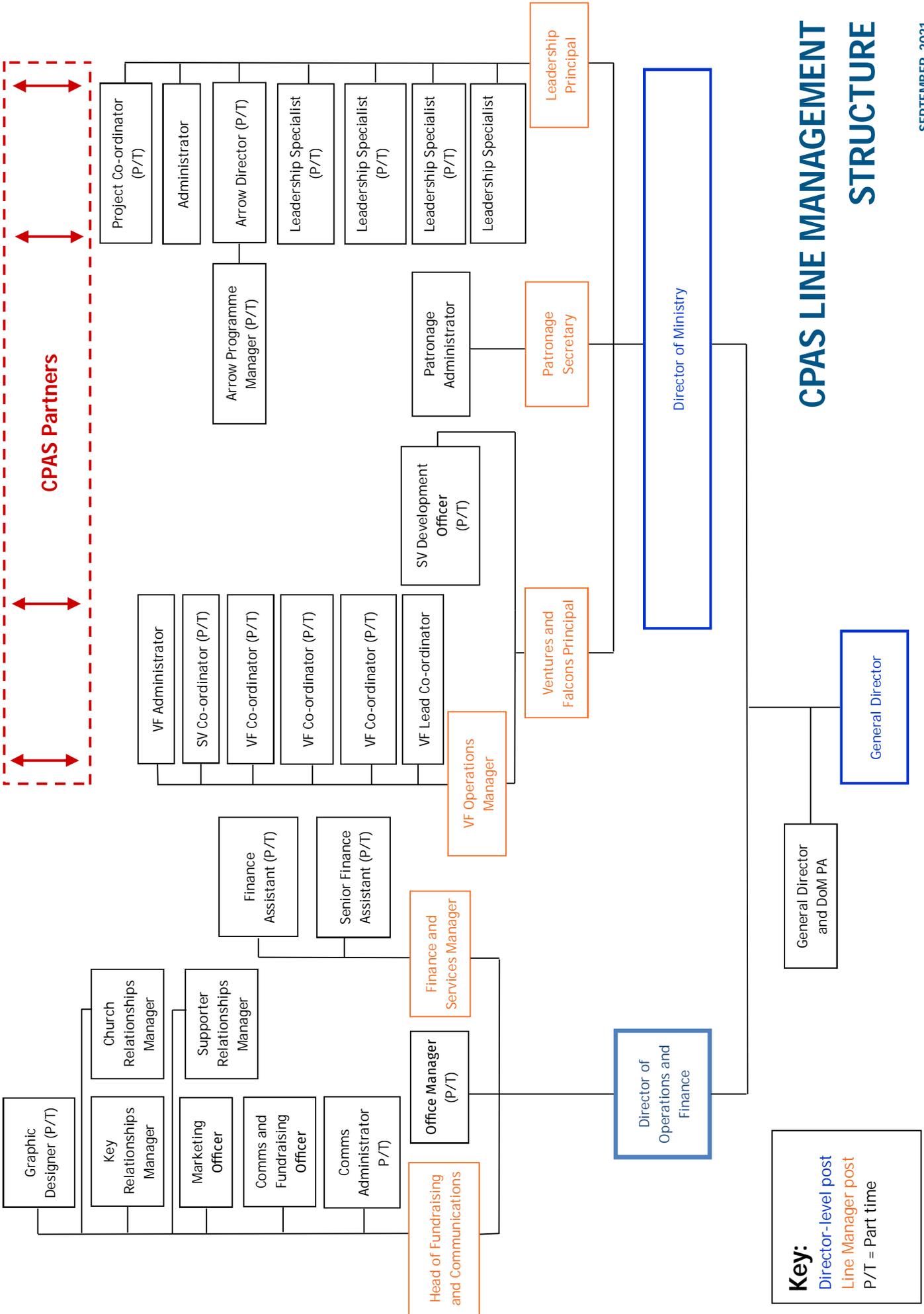
### Statement of Faith

The CPAS Basis of Faith is adapted from the Anglican Evangelical Assembly's Basis of Faith and can be read online at [www.cpas.org.uk/faith](http://www.cpas.org.uk/faith).

### Location

Almost all our staff are based at our office (address on p1), on the outskirts of Coventry and 20 minutes walk from Canley station. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network.

Staff currently working at Sovereign Court One live in Warwick, Leamington, Coventry, Solihull and Birmingham, as well as the smaller towns and villages nearby. This role is currently office-based but CPAS welcomes applications for flexible working.



**Key:**  
 Director-level post  
 Line Manager post  
 P/T = Part time

# CPAS LINE MANAGEMENT STRUCTURE

# ROLE PROFILE – PA TO THE GENERAL DIRECTOR AND DIRECTOR OF MINISTRY

## Our Vision

We long to see a Christ-centred, Bible-based, evangelism-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

## Overview of Role

### JOB PURPOSE

To provide day to day PA and secretarial support to the General Director (GD) and Director of Ministry (DoM).

### CORE TASKS

- Schedules appointments, manages diaries, makes travel arrangements and generally plans ahead to ensure that GD/DoM make effective use of their time.
- Represent the GD/DoM on the telephone, by email or by receiving visitors, highlighting important issues.
- Keeps a diary of actions and progress chases on behalf of GD/DoM.
- Filters all correspondence, emails etc addressed to GD/DoM and responds to simple enquiries referring more complex queries as needed.
- Maintains an effective filing system ensuring that GD/DoM have all papers that may be required for meetings/appointments.
- Assist in the preparation and production of reports and other documents for trustee meetings.
- Undertake administrative tasks which support the DoM in undertaking the role of Company Secretary.
- Take the minutes of trustee and other meetings ensuring all discussions/decisions are accurately captured.
- Arranges refreshments for meetings, clearing up as necessary.
- Assist with the professional running of the GD/DoM's offices.
- Keep up to date professionally with current practice and developments in own area of work and with developments in the wider church affecting delivery of CPAS ministry.
- Undertake any other duties that could reasonably be expected of the post holder

### ACCOUNTABILITY AND MANAGEMENT

Reporting to the General Director the postholder is accountable for their work to the General Director and the Director of Ministry.

### COMMUNICATION

- **Internally:** all staff and trustees
- **Externally:** senior staff of the Church of England and peer organisations, clergy and suppliers/contractors

### DECISION MAKING

Makes decisions about time allocation, diary management, travel plans and when issues should be escalated

## Requirements for Role

### KNOWLEDGE

- Educated to A-level standard / higher or equivalent by experience.
- Previous experience working as a senior PA/Executive Assistant.
- Knowledge of Microsoft Office.
- Understanding of the Church of England is desirable but not essential.
- Understanding of charity commission requirements for a charity would be desirable.

### SKILLS

- Excellent time management skills.
- Able to use initiative.
- Ability to manage multiple projects.
- Detail orientated with strong organisational and analytical skills.
- Excellent word processing skills with the ability to create documents from audio dictations.
- Excellent interpersonal skills to be able to represent GD/DoM.
- Able to say no politely and understands when it is appropriate to do so.
- Has a 'finger on the pulse' and knows where everyone is.

### PASSION

The postholder will be passionate about their role as an enabler of senior managers, recognizing their key

# ROLE PROFILE – PA TO THE GENERAL DIRECTOR AND DIRECTOR OF MINISTRY

contribution in supporting the General Director and the DoM. They will understand and be comfortable with the authority they hold as the first point of contact for the General Director and DoM, applying it effectively and appropriately.

## CHRISTIAN FAITH

CPAS is a Christian agency, working to support churches across the UK and Ireland. This role will be best inhabited by a person who is a practising Anglican and who shares the evangelical ethos of the organisation.

# Terms and Conditions

1. **Christian faith:** As a Christian organisation with a focus on mission, some of our roles include a Genuine Occupational Requirement (GOR) of an active Christian faith. Details of how this applies to this post are included in the role profile.
2. **Location:** The post is based at the CPAS office at Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, Coventry, CV4 7EZ. CPAS welcomes applications for flexible working.
3. **Salary:** £28,574 (2021/22) per annum
4. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual on-going CPAS appraisal process.
5. **Expenses:** All authorised expenses are reimbursed.
6. **Hours of work:** This is a full time appointment of 37 hours per week.
7. **Holiday:** Annual holidays are four weeks, plus all bank holidays. The CPAS office is also closed from Christmas through to New Year.
8. **Start date:** To start as soon as possible.
9. This post will be subject to a Basic **DBS** check

## How to Apply

Please complete/send a CPAS Application Form and a detailed covering letter which includes the following points:

- Any additional information to the Application Form that indicates skills and experience that equip you for this role (as outlined in the role profile).
- Something of your faith journey.
- Why you would like to work at CPAS.
- What date you could start work.

Applications should be sent by email or post to:

**John Dunnett (General Director)**

[jdunnett@cpas.org.uk](mailto:jdunnett@cpas.org.uk)

CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

## Referees

Please give the names and addresses of referees in the Application Form, indicating the capacity in which they know you. At least one of these should be from your present or most recent employer.

We normally take up references for all those called to interview (please indicate if you do not wish us to contact a referee prior to interview).

## Closing Date

The deadline for applications is **9am Monday 25th October**.

## Interviews

Details with regards to interview dates and processes will be provided to shortlisted applicants. A pre-interview discussion with John Dunnett, General Director of CPAS, might form part of the interview process for candidates. Interview will be held (in Coventry) in the first 2 weeks of November.