



**GUILDFORD BAPTIST CHURCH  
MILLMEAD CENTRE**

**PA to the Pastoral Team and Bookings Manager  
INFORMATION ABOUT THE ROLE**

**Lines of Responsibility**

- You will be line managed by Duncan Stonehouse, the Operations Manager.
- However, you will be “task” managed by Ian Stackhouse, Senior Pastor for the PA aspects of the role.

**Working Hours**

- Standard working hours are 40 hours per week Monday to Friday to a pattern to be agreed with your Line Manager.
- Flexibility will be required to suit the demands of the role which may include some evening and weekend working.
- Where working hours are required outside of the normal pattern then time off in lieu will be granted.

**Contract**

- Permanent, on completion of a successful 6 months probationary period.

**Remuneration**

- Your salary will be in the range of £25,000 to £27,000 depending on experience.

**Pension/Life Insurance**

- In addition to your remuneration the Church will contribute 8% of your pensionable salary towards a defined contribution pension scheme for you, subject to you making a 2% individual contribution.
- The Church provides death in service cover for up to 4 times salary.

**Holidays**

- You will be entitled to five weeks’ holiday with pay per annum (plus statutory public holidays).

**Start Date**

- To be confirmed, would be good if it was no later than 1 April 2023 to ensure that an effective handover can be carried out.

**Contractual Notice Period**

- 1 months’ notice from both parties.



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RECRUITMENT PROCESS

This is how we plan to conduct the process of appointing our new PA and Bookings Manager:

- Although we have a closing date for applications to be received by 17 February 2023, we will be conducting interviews on a rolling basis, so we would encourage you not to wait until the closing date to express an interest in the role.
- On the basis of your paper application, we will be short listing candidates for an initial interview/discussion and a look around the Millmead Centre.
- In the light of these conversations and your feedback, we will choose a short list of candidates who will be invited for a second interview.
- Finally, a decision will be made, and all candidates will be informed on the outcome. We aim to carry this out on a timely manner.

If you would like any further information about the process, please feel free to contact Duncan Stonehouse directly ([duncan.s@guildfordbaptist.org](mailto:duncan.s@guildfordbaptist.org) or 01483 790250/07786 336442).