

Salary: £13,988 actual salary (£13.45 p hour real living wage)
Hours: 20 hours per week
Location of workplace: Wigan Investment Centre. Own transport desirable.
Annual holidays: 132 hours per annum including Bank Holidays
Reports to: Team Rector and Chair of Trustees (employed by Wigan Deanery Trust)

Church Wigan is the network of 50 Church of England churches and social justice activities serving the people of Wigan, Ashton and surrounding villages. Wigan Deanery Trust is the charity that resources Church Wigan in its mission to see people and places transformed by the loving grace of God.

The PA works closely with the rector who leads Church Wigan and its central governing body, the Joint Council. Due the close working relationship between Church Wigan and Wigan Deanery Trust, the PA also supports the Trust's chair and board of trustees.

This is an exciting role, which you can make your own but may also be subject to change as new initiatives emerge and develop over time.

Purpose of role:

In this essential role you will be the primary contact to a wide range of people, manage key relationships, ensure top priorities stay in the foreground and important meetings are organised and deadlines and schedules are met. You will be a trusted and well liked first point of contact, and also a respected gatekeeper. Flexibility and adaptability are key to this role.

You will be in sympathy with the aims and ethos of the Christian church and ideally will have an understanding of the workings of the Church of England.

Core responsibilities:

Personal Assistant

Diary & workload management

- *Emails:* first point of contact, screening and prioritising, proactive holding responses.
- *Diary planning:* identifying priorities and creating a work schedule that reflects them; arranging meetings and ensure all subsequent paperwork is produced accurately and follow up action points achieved.
- *Managing workload:* proactively help the rector keep an overview of work that has been done or still pending, to ensure priorities are met.
- You may be called upon to attend, and perhaps minute, important meetings.

Joint Council secretary

- Acting as Joint Council secretary, ensure timely organisation of meetings, distribution of papers and creation of minutes.
- Help the rector ensure good governance and compliance e.g. timely drafting and filing of the annual report, review of policies and safeguarding requirements, and oversight of terms of service.

- Implementing and maintaining procedures/administrative systems.
- As required, support special projects e.g. Working Together conference.

Wigan Deanery Trust Clerk

- Provide effective administrative support for the WDT board of Trustees, e.g. arrange meetings, prepare agendas, take minutes, circulate relevant documents.
- Advise the board of trustees on governance and procedural matters where necessary, before, during and after meetings.
- Manage information effectively in accordance with legal requirements, ensuring compliance.

Other

- Requirement to be based in WDT office, although with some flexibility for WFH can be negotiated.
- Although working hours can reflect some flexibility, generally it is expected that you will work at least 2 or 3 hours (tbd.) each weekday to keep on top of correspondence.
- You will meet the rector at least once a week, probably on a Thursday or Friday, to review progress and plan the upcoming schedule.
- Additionally you will meet with the rector to agree planning cycles and longer term priorities

Person Specification:

Each of the following criteria will be assessed via: application form and interview

	Essential Requirements	Desirable Requirements
Qualifications	Good standard of English and Mathematics (equivalent to GCSE)	Business / administration qualification
Experience	Previous administration experience	
Knowledge and skills	<p>Ability to handle a range of diverse tasks and prioritise tasks efficiently and effectively according to demands</p> <p>Excellent organisation skills with an ability to work to deadlines</p> <p>Excellent IT skills with experience of Microsoft Word, Excel and Outlook</p>	<p>Local knowledge</p> <p>Knowledge of Church Suite application</p>

	Excellent communication skills whether face to face, on the telephone, electronically or in writing	
Personal qualities	<p>Flexible, agile work approach</p> <p>Ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact</p> <p>Approachable and dependable</p> <p>Ability to use own initiative</p> <p>Excellent organisational and time management skills</p> <p>Willing to work alone or as part of a team</p> <p>Have good attention to detail</p> <p>Maintain confidentiality at all times</p>	

Closing Date for Applications: **Monday 2nd February 2026**

For an informal chat for further information, please contact the Team Rector Neil Cook
neil.cook@churchwigan.org.

To apply please send your CV and a covering letter to christiane.cook@wigandenaerytrust.org.

Please include in your cover letter your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. Please check the job description and person specification before completing this section.