

**Job Description** – Personal Assistant (PA) to Rev Simon Genoe New Wine Leader & Rector Magheralin Parish Church of Ireland

**Reports to** – Rev. Simon Genoe

**Location** – Normally 60 Belfast Road Dollingstown, Co. Down

## **Personal Assistant**

### **Part time**

The post holder under the leadership of the Rev Simon Genoe will be responsible for providing administrative and organisational support to Rev Simon Genoe. The post holder will support Rev Simon in his role as leader of New Wine Ireland and also in his role as rector of Magheralin parish (Church of Ireland). Post holder will ensure the smooth operation of day-to-day activities, including diary management, email monitoring, document drafting, and record maintenance. This role requires a highly organised, reliable person who can manage competing demands while maintaining, sensitivity, confidentiality and professionalism. The PA must work proactively, be able to work on their own initiative, be able to work outside of normal hours, to effectively support Rev Simon, the work of New Wine Ireland's Mission and within the ethos of the parish of Magheralin.

## **Background to the organisation, New Wine Ireland (NWI)**

New Wine Ireland is a movement of churches working together to change the island of Ireland through a network of church leaders, our summer conference, training and resource events.

New Wine Ireland has a vision that in our generation:

- We will see churches across Ireland renewed and restored in passion for the Word and Works of God.
- We will see individuals and families transformed by meeting Jesus and empowered by His Holy Spirit, and this will impact our society.
- Christians will feel compelled to go out and share the good news of Jesus – forgiveness, healing, hope, restoration, and new life – across the length and breadth of Ireland and further afield.

## **Background to the parish of Magheralin**

Magheralin Parish comprises two worship centres located in the villages of Magheralin and Dollingstown. The parish is a welcoming church community. Aiming to be both deep and wide in experiencing and sharing the love of Jesus.

## **Main purpose of the role**

### **Key tasks**

- **Diary Management:**  
Efficiently manage Rev Simon's diary to ensure no double bookings, allowing adequate travel time between appointments and ensuring flexibility for unforeseen changes.
- **Email Monitoring:**  
Oversee and manage access to both Rev Simon's New Wine Ireland's and parish emails, and, ensuring that all correspondence is responded to promptly, accurately and professionally. Anticipate how incoming emails may impact Rev Simon's schedule and adjust diary accordingly.
- **Drafting Correspondence & Documents:**  
Prepare, draft, and edit emails, letters, and documents on behalf of Rev Simon, ensuring accuracy, clarity, sensitivity and professionalism in all communications.
- **IT & Office Skills:**  
Use Microsoft Office Suite (Word, Excel, PowerPoint) to produce professional document presentations and maintain accurate records.
- **Record Maintenance:**  
Ensure all electronic and paper-based records are up-to-date and well-organised for easy retrieval. All information, particularly sensitive information, to be held in complete confidence.
- **Team Working:**  
Work effectively as part of the team. Liaise with New Wine staff, ministry partners, New Wine Directors, parish staff and other parish personnel to ensure smooth coordination of events, meetings, ministry activities and the building of effective relationships in both NWI, Magheralin parish and Diocese of Down & Dromore.
- **Communication:**  
Provide clear, sensitive, accurate and compelling written and oral communication with internal teams/contacts, external contacts, and other stakeholders. Professionally and accurately represent Rev Simon in all interactions.
- **Promoting New Wine Ireland Events:**  
Assist Rev Simon and the wider New Wine Ireland team in promoting and selling all New Wine Ireland events.
- **Attend New Wine Ireland Events:**  
Attend New Wine Ireland events/Summer Conference when/if required.

## **Personal Specification:**

### **Essential**

- **Flexible Working Hours:**  
Hours of work will normally be 15-20 hours Monday-Friday, however flexibility is required to include Rev Simon's often changing schedule, which may include evening and or weekend working.
- **Committed Christian:**  
A practising Christian faith and willingness to support the ethos, vision and mission of New

Wine Ireland and aligns with the vision, values and ethos of the parish of Magheralin. A committed Christian with an active faith - Occupational requirement - *see Appendix (i)*.

- **Strong Interpersonal Skills:**  
Effective interpersonal skills, have the ability to work with a range of people in a number of situations to gain trust and maintain positive working relationships.
- **Resilience:**  
Emotional resilience, ability to be unshaken by challenging situations and people, and be able to act decisively and assertively as appropriately.
- **Time Management & Multitasking:**  
The ability to effectively and efficiently manage competing priorities and deadlines.
- **Confidentiality Discretion and Trustworthiness:**  
Manage all information confidentially, with discretion and in trustworthy manner.
- **Service-Oriented Attitude:**  
A humble, servant-hearted approach, willing to work in the background and offer support without seeking recognition. Acts of kindness and the ability to anticipate Rev Simon's needs.
- **General:**  
To be able and willing to perform any other reasonable duties requested by Rev Simon.

### **Desirable/Shortlisting Criteria**

- **Previous PA Experience:**  
Previous PA experience would be beneficial but not essential.
- **Knowledge of the Church of Ireland:**  
Familiarity with the structures and workings of the Church of Ireland, both locally and at a diocesan level, will be beneficial but not essential.

### **Hours, Place of Work and Salary**

- 15-20 hours per week. Proposed weekly schedule normally Monday to Friday but flexibility required to include evenings and weekends.
- Flexible weekly schedule to reflect Rev Simon's need.
- Place of work – normally 60 Belfast Rd, Dollingstown, or when required across two sites Magheralin & Dollingstown, with flexibility for some hours to be worked from home.
- Annual Salary: £15 per hour, £29,250 annual salary pro-rata (based on 37.5 hour working week).
- Workplace pension available.

### **Appendix**

- (i) As an organisation with a Christian ethos and purpose, New Wine Ireland reserves the right, where appropriate, to specify that certain posts within the organisation must be undertaken by a person practising the Christian faith and those individuals must subscribe to our statement of faith which can be found at <https://www.newwineireland.org/about>