



The White Horse
Team Ministry



Diocese
of Salisbury

Making Jesus Known in Westbury, Dilton Marsh, Westbury Leigh and Brokerswood

Personal Assistant to the Team Rector of the White Horse Team Job Description – May 2026

Job Title	Personal Assistant to the Team Rector of the White Horse Team
Salary	£12.71 per hour Hours 5 hours per week
Hours	5 hours per week
	The appointment is for an initial period of 2 years.
Responsible to	Team Rector
Overall purpose of the post	
To support the Rector of the White Horse Team (WHT) by providing general administrative tasks and enable her to focus on the Team's mission to enable and develop our congregations, reach out to the wider community and help make our Churches a meaningful and vibrant part of life in our town.	

Context in which our jobs are carried out
We want all our people to have a good working experience with us. We welcome and encourage new ideas and suggestion about what we can do better.
Responsible to
The Rector's PA will be line managed by the Team Rector of the White Horse Team and they will be the main point of contact.
Location
The role can be carried out remotely or in the Team Office located in Westbury Parish Hall.
Working with
There is a Team Administrator who carries out general administration for the White Horse Team. Areas of work should not overlap but the Rector's PA will need to maintain a positive working relationship and liaise with the Team Administrator.

	Key responsibilities	Details about the nature and scope of the role
1	Supporting Team Rector with worship rota	Working with Team Rector to develop monthly worship rota
2	Supporting Team Rector with preparation of resources for services.	Creating PowerPoint presentations for services.
3	Supporting Team Rector with publicity materials for special events and services	Creation of posters, social media posts, press notices and other publicity materials using Canva or other similar package
4	General Administrative tasks.	Assist Team Rector with general tasks such as photocopying and design and production of reports and brochures
5	Additional tasks as required by the Rector	Undertake any other administrative tasks reasonably required

Person specification

Essential	Desirable
Sympathetic to the aims of the Church	Personal assistant background
Experienced administrator	Experience of using Canva or similar
Understanding of marketing	Able to use social media platforms such as Facebook and X
Competent in using cloud-based IT systems	Good telephone manner
Excellent organisational skills	
Ability to work with minimum supervision	
Competent in use of Microsoft Office programmes including Word, Excel, PowerPoint and Outlook	
Enjoys working with people	
Ability to anticipate and forward plan	
Confidence to work alone	