

Job Description

EMPLOYER:	The London Diocesan Fund
JOB TITLE:	PA to the Archdeaconry of London
RESPONSIBLE TO:	The Archdeacon of London

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Job summary

The Personal Assistant to the Archdeacon provides vital support to the Archdeacon and to the Archdeaconry Team in their ministry across the Archdeaconry, especially among the parishes, the Area Staff and clergy.

The PA has particular responsibility for a wide range of administrative and coordinating tasks. The PA works in close co-operation with the Archdeaconry Administrative Team. The PA also works with the Personal Assistant to the Bishop of London, the Area Staff, Area Deans and other office holders, as well as Diocesan staff based at London Diocesan House where occasionally the PA will attend meetings. Additionally, the PA will be working regularly with others with whom the Archdeacon engages from the public realm and in schools, other charities and organizations as well as with volunteers.

The PA is often the first point of contact for those contacting the Archdeaconry and will be for some the 'face' of the Archdeaconry.

Principal Duties and Accountabilities of the role

Strategic

- Working with the Archdeaconry administrative team and others to ensure the smooth running of the Archdeaconry.
- Replying to routine correspondence within established guidelines.
- Strategic diary planning – forward planning of events and specific project and day-to-day management of the Archdeaconry diaries.
- Maintaining good relations with all Diocesan staff, parishes and churches.
- Liaising with the many external organizations with which the Archdeacon is engaged to ensure his work is facilitated. Which includes but is not limited to the list given in appendix 1.

- Preparing agendas and support papers for meetings and taking minutes for some meetings as required, (including London Area Finance Group meetings).

Operational

- Working with the Archdeaconry administrative team and liaising with parishes and architects to deliver the programme of Quinquennial Inspections of churches.
- Working with the Archdeaconry administrative team and liaising with parishes to organize the Admission of Churchwardens
- Working with the Archdeaconry administrative team to keep the information on the database up-to-date for all clergy and parish officers within the Area
- Proactive management of mail, enquiries, telephone calls, e-mail. Using initiative as to when to refer upwards and flag issues with the Archdeacon
- Preparing weekly and daily briefings and papers for the Archdeacon
- Liaison with and between Area staff members and others, setting up meetings
- Logging Clergy Safety Incident Form
- Drafting of letters and preparation of papers for signature. Signing of occasional routine correspondence on behalf of the Archdeacon
- Liaison with the parish administrator of S Andrew by the Wardrobe for the Archdeacon's parochial duties and with others who support aspects of the archdeacon's work.

Customer Service

- Excellent Communication Skills- Both oral and written.
- Time Management – Essential as there are projects/work that are time constraint.
- Knowledge – Ability to understand and memorise guideline and protocols.
- Temperance – effectively managing one's personal emotions.
- Good listener- ability to listen keenly and make decisions accordingly.
- Evaluation – Situational evaluation and analysis of work undertaking.
- Teamwork – able to work with a complex team
- Empathy- sharing another person's feelings.

The post holder may be required to undertake any other duties that are commensurate with the role.

Person Specification

Experience, knowledge, training and qualifications

General

A person who has good administrative and communication skills and experience that they wish to use to serve the Church and its work. Flexibility of working practice is required, as is the capacity to work alone. The PA must be self-motivated with the ability to recognize and set priorities, organize and work under pressure.

Specific

In addition to the required level of secretarial experience/qualifications, the PA must:

- Be sympathetic to the aims and ethos of the work of the Church of England
- Have good communication skills with the ability to communicate effectively in written and spoken English, and be able to relate to the wider public
- Have the ability to work well with others
- Demonstrate proven ability to use computers for word processing, publications and databases
- Be able to innovate, initiate and maintain good and effective administrative procedures
- Be willing to turn their hand to a variety of tasks as the need arises.
- Have the personal resilience needed to be able to cope with the sometimes challenging issues which are dealt with in an archdeaconry office.
- Have an understanding of the importance of safeguarding.

Personal attributes

- Good judgment & Discretion
- Confidentiality
- Self-motivated
- Ability to work independently
- Efficient & Organised
- IT Literate
- Good Communicator
- Creative thinking
- Able to find and implement innovative solutions

Desirable attributes / Other information

- Willingness to flexible working
- Touch typing
- Shorthand

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve

- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

Terms of Employment

Location: The office is based at The Old Deanery, Dean's Court, London, EC4V 5AA

Salary: £28,000 - £30,000 per annum, depending on experience and skills.

Pension: The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution

Health Insurance: Available after completing one year's service.

Hours: Full time, 35 hours per week. You may be expected from time to time to work in the evening or weekends.

Annual Leave: 24 days per leave year rising to 27 days after completing one year's service. This is exclusive of Public Holidays.

Season Ticket Loan: Staff are eligible to apply for an interest free season ticket loan.

Contract: This post is offered on an open-ended contract subject to a six-month probationary period.

Full details of our terms and wellbeing offering to staff can be found in the 'Our Offer to You' document.

Appendix

The PA does not provide secretariat for the following but will need to be engaged positively with those who do so.

- The Archdeacon is Rector of S Andrew by the Wardrobe in the City of London.
- Within the Diocese they are a member of: Diocesan Bishop's Council, Diocesan Synod, Joint Operations Team, Strategic Development Committee, Diocesan Finance Committee, Area Bishop's Council; Area Staff.
- The PA has a role in supporting the Archdeacon in their involvement in the following organisations: London Diocesan Board of Schools, London Resilience Forum, London Area Sea Cadets, General Synod, London Church Leaders.
- They also hold various other trusteeships including being a member of the Council of S Stephen's House Oxford and the Society of Mary and being a Trustee of the Bishopsgate Foundation.