

Job Description: Personal Assistant to the Archdeacons

Salary	£25,070 to £27,103 (Depending on experience)
Grade	7 – Administrator
Team	People Team
Line Manager	Archdeacon of Surrey
Matrix Manager	TBC
Contract Duration	Permanent
Contract Type	Part-time 0.6 FTE spread over 4 (or 5 days if preferred)
DBS Check Requirement	N/A

Background

The Diocese of Guildford is the part of the Church of England that covers the western two-thirds of Surrey and a significant area of north-east Hampshire, alongside one parish in a London borough and one in rural Sussex. The diocese is divided into two archdeaconries, which each have six deaneries. The Archdeaconry of Surrey is roughly the western half of the diocese, and includes the deaneries of Aldershot, Cranleigh, Farnham, Godalming, Guildford, and Surrey Heath. The Archdeaconry of Dorking is roughly the eastern half of the diocese, and includes the deaneries of Dorking, Emlay, Epsom, Leatherhead, Runnymede, and Woking.

The Archdeacons are part of the Bishop’s Leadership Team, supporting and enabling the clergy and parishes in their areas. They serve on various committees including Bishop’s Council, Diocesan Synod and the Diocesan Advisory Committee, and have particular responsibilities for other committees and areas of the diocese.

Job Purpose

The Personal Assistant (PA) role provides effective, professional, proactive and confidential administrative support to the Archdeacons of Surrey and Dorking to support them in their work and ministry. The level and focus of support varies between each Archdeacon. In undertaking the role and through interacting with others, the role represents the Archdeacons and the Diocese of Guildford, and is required to maintain a high degree of confidentiality.

Relationships

Internal

- Archdeacon of Dorking
- Bishop of Guildford and Bishop of Dorking and their PA’s
- Other members of the Bishop’s Leadership Team
- Clergy Appointments Officer
- DAC and DMPC Secretary
- Other members of Church House Staff

External

- Area Deans and Lay Chairs
- Parish Clergy, Churchwardens and lay leaders
- Staff of the Registrar’s Office

Responsibilities

1. Diary

- Manage the diary of the Archdeacons as requested, including arranging regular and occasional meetings, Sunday commitments, training, preparation and study time, and doing any follow up as required.
- Make room bookings and occasional travel arrangements as appropriate.

2. Correspondence and Administration

- Help manage the Archdeacons' emails, by triaging emails, allocating to digital folders as necessary, and where possible to deal with them personally, give information, initiate action, pass on to the most appropriate person, or leave for the Archdeacon to read and reply fully in due course.
- Ensure that the Archdeacon has all necessary information, papers and reports for meetings.
- Support the Archdeacons in liaising with the Clergy Appointments Officer regarding vacancy processes for parishes.
- Liaise with Area Deans, Deanery Lay Chairs, and clergy as appropriate, knowing when to refer matters to the Archdeacon.
- File and archive data (including emails) in accordance with diocesan policy.
- Draft documents and correspondence relating to the Archdeacon's duties.
- Manage the Archdeacon's expenses.
- Coordinate and prepare paperwork for clergy Ministerial Development Reviews which are to be undertaken by the Archdeacons.
- Arrange and prepare paperwork and complete follow up for Archdeacon's Visitations which fall outside the Parish Needs Process.
- Organise the annual Archdeacon's Visitation services, register and record attendance, and follow up with non-attendees.
- Administer churchwarden Declarations and Certificates, including ensuring the CMS database and website are kept updated, outstanding documentation is followed up and processing of data is compliant with GDPR legislation and DBF data protection policies.
- To provide occasional secretarial assistance as requested to groups and committees for which the Archdeacons are responsible.
- Take initiative in progressing arrangements relating to all aspects of the Archdeacon's work, and to undertake other tasks as requested by the Archdeacon (or, during a vacancy, by the Diocesan Secretary or Bishops).

3. General

- Liaise effectively with Diocesan staff, including staff at Willow Grange, and the Registrar's office so that work processes are coordinated, legal questions are related from and to the registrar and so that information is relayed appropriately between all departments.
- Provide general administration for other teams as and when required
- Carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

Person Specification: Personal Assistant to the Archdeacons

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 'A' level standard of education as a minimum. 	<ul style="list-style-type: none"> Diploma level of education - or equivalent professional experience, skills and abilities.
Experience	<ul style="list-style-type: none"> Experience of proactively managing and prioritising activities Experience in handling confidential information with tact and sensitivity Experience of working in and actively participating in a team 	<ul style="list-style-type: none"> Administrative experience in a professional environment, such as a charity/public sector organisation.
Skills & Knowledge	<ul style="list-style-type: none"> Proven organisational skills with superb attention to detail and accuracy, using initiative to plan and prioritise workload Tenacious approach to delivery, ensuring high quality of output. Exceptional written and oral communication skills, including ability to adapt your style to suit different audiences. Confident and competent in the use of technology with the ability to adapt to new software, systems and processes. Ability to work with and support multiple stakeholders and handle different priorities. 	<ul style="list-style-type: none"> Understanding of the Church of England and its structures
Personal	<ul style="list-style-type: none"> Fully supportive of the aims and mission of the Church of England Able to work from home as well as to work in Church House Ability to establish credibility and respect, and build good working relationships with wide range of colleagues and stakeholders Ability to be proactive in the management of administrative support to stakeholders Able to work on own initiative as well as being a supportive team member Ability to step out of comfort zone and take action where guidance is not always available. 	<ul style="list-style-type: none"> A practising Christian