

ROLE PROFILE FOR EXECUTIVE ASSISTANT TO THE CHAPLAIN TO THE ARCHBISHOP OF CANTERBURY

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for, then we would like to hear from you.

About the department

This is a significant opportunity for personal development as you will give support at an Executive Assistant level, to the Chaplain.

The role of the Chaplain at Lambeth Palace is to support the ministry to which God has called the Archbishop. This involves a wide variety of tasks, much of it behind the scenes. The Chaplain carries responsibility for pastoral and liturgical dimensions of the Archbishop's ministry in the Church of England, his speaking, publishing and award-giving commitments while leading on the Archbishop's first priority of the renewal of prayer and religious life. The Chaplain is also responsible for the pastoral care of those who work and/or live at Lambeth Palace – the

'community of communities' and the regular pattern of worship in its two chapels, in liaison with Chemin Neuf, and for liaison with the Community of St Anselm, on behalf of the Archbishop.

You will bring your excellent communication and problem-solving skills, along with your initiative and motivation to proactively support the Chaplain and contribute significantly to their role.

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. This is a priority for Archbishop Justin. Whilst we of course welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minority Ethnic Backgrounds and disabled people.

A comprehensive and supportive induction programme will be put in place to ensure that you have all the information, access and contacts that you need to learn quickly and excel in this role.

In return we offer a unique environment with opportunities for continuous learning, generous annual leave for work-life balance, season ticket loans and a range of benefits including discounted entry to attractions and what we feel is a market-leading package when it comes to our pension scheme.

What you'll be doing

The purpose of this role is to support the Chaplain to the Archbishop of Canterbury, in all their work and responsibilities.

MAIN DUTIES AND RESPONSIBILITIES

- Playing your part in furthering the mission and ministry of the Archbishop of Canterbury by helping to deliver the objectives of the Chaplain and in collaboration with the wider team and key stakeholders.
- Being aware of the Chaplain's objectives and views, and communicating these to external and internal parties, as well as maintaining discretion and confidentiality where necessary.
- Managing and prioritising communications with the Chaplain, whether by phone, e-mail, letter or in person, enabling him/her to achieve their objectives while ensuring timely responses.
- Dealing with the Chaplain's correspondence, including drafting replies to letters and emails, and where appropriate replying on their behalf.
- Managing the Chaplain's diary, including booking rooms and offering hospitality where appropriate, and making travel arrangements.
- Organising the Chaplain's expenses and drafting budgets for the team.
- Organising and drafting briefs for the Archbishop's official engagements for which the Chaplain carries responsibility.
- Receiving and greeting visitors, as required, on behalf of both the Chaplain and the Archbishop.

- Dealing with enquiries and, within agreed limits, progressing the Chaplain's work in their absence.
- Researching issues and projects in relation to the work of the Chaplain, and any other duties as may arise as required.
- Organising Consecrations, Trustee meetings, awards ceremonies, community events and special services and key events led by the Chaplain.
- Organising – and sometimes participating in – any functions initiated by the Chaplain. These can include meetings, seminars, services, receptions and meals (including booking rooms, catering and ensuring excellent coordination with the Hospitality Team). This will occasionally result in the post-holder working during the evening, representing the Chaplain at meetings (either within or outside Lambeth Palace), writing agendas, taking minutes of meetings and executing follow-up actions when required.
- Assisting the Chaplain with their responsibilities for worship at Lambeth Palace, including the administration of both Chapels and supporting the Community of St Anselm and Chemin Neuf communities on site with administration and support where needed.
- Building relationships with the Chaplain's key contacts and their offices.
- Organising the annual Lent Book and associated events for the Archbishop of Canterbury, working alongside key stakeholders.
- Working alongside the Michael Ramsey Prize Coordinator to ensure delivery of the prize cycle coordinating the Lambeth Awards
- Answering book enquiries and requests, by communicating with colleagues for advice and proposing ways forward to the chaplain
- Providing logistical support for the Archbishop's Prayer Missions.
- In coordination with the Records Officer, maintaining an effective and secure records management system for the work of the Chaplain, following the appropriate policies for this area.
- Proactively reviewing the administration of the Chaplain's portfolio and bring forward systems and processes to enable increased efficiency and effectiveness.
- Ensuring that all aspects of the work, and all events and activities are held to the highest standards of Safeguarding, at all times.

The team at Lambeth Palace works closely and collaboratively, providing assistance across portfolio areas at times when extra capacity is needed. As such, an important part of this role will be to join the wider 'pool' of Executive/Personal Assistant support helping out other team areas as required and as capacity allows.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Excellent knowledge and experience of Microsoft Office including Word, Outlook, Excel and the Internet, as well as a networked computer system. With great attention to detail and a track record of delivery.
- Proven ability in managing diaries, correspondence and papers for a senior manager.
- Experience in dealing with a wide range of people in the course of work, including at senior level.
- An understanding of the scope of the Archbishop's ministry and the Church of England more generally.

Skills & Abilities:

- Excellent word processing skills.
- Sense of responsibility that the work issued is of a consistently high standard, with fast response times.
- Highly discreet and diplomatic; courteous and firm.
- Excellent judgement in understanding and dealing with urgent and complex matters across a wide range of issues.
- Ability to communicate, both orally and in writing, with people at all levels and walks of life.
- Ability to draft and prepare high-quality correspondence, briefs and other material as required.
- Well-organised and methodical, with the ability to cope with conflicting priorities.
- A self-starter, able to use initiative and good judgement.
- Ability to work calmly under pressure.
- Hospitable with the ability to organise events to a high standard.
- Able to adapt plans quickly in response to change.
- Ability to work as a member of a team and to ensure effective collaboration and information sharing across team areas.
- Emotionally intelligent with the ability to pastorally navigate a diverse group of stakeholders.

Desirable

- Awareness of and interest in national and international, politics and societal issues.
- An understanding of church landscape, liturgy, and practices.

Vacancy Summary

JOB TITLE:	Executive Assistant to the Chaplain to the Archbishop of Canterbury
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace, London, SE1 7JU
HYBRID WORK ARRANGEMENTS:	The expectation is that majority of time will be at Lambeth Palace through some flexibility is possible.
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8027653
COST CODE:	15060
PARENT POSITION:	8017630