

Executive Assistant to the Archdeacons

JOB DESCRIPTION

Responsible to: Archdeacon of Loughborough and Archdeacon of Leicester

Key relationships: The Bishops of Leicester and Loughborough, the Bishop's Chaplain and Bishop's office, Assistant Archdeacon, Chief Executive's Executive Assistant, Safeguarding Team, Parish Transition team, DAC Chair and Secretary, Area Deans and Lay Chairs, Senior Team

Summary of Job To maximize the ability of the Archdeacons of Loughborough and Leicester to function effectively in their role by ensuring excellent office support and to support the work of the Diocese as a whole through close collaboration with the Chief Executive's Exec Assistant.

JOB DESCRIPTION

To support the work of the Archdeacons and their office through

- Diary and meeting planning and management including
 - Diary planning to take account of strategic, operational, representational and governance roles alongside wellbeing considerations.
 - Day to day diary management
 - Provision of papers for meetings in a timely and efficient manner
 - Travel arrangements
 - Meeting preparation including identification of key agenda items, briefing etc
 - Assist in the preparation and collation of Bishop's Leadership Team, Bishops & Archdeacons' meeting papers.
- Manage correspondence including triaging of correspondence and drafting responses or responding appropriately on behalf of the Archdeacons
- Oversight of and/or support for Church processes including
 - Liaising with registrar's office regarding legal provision, governance and support of the parishes and clergy within the archdeaconries
 - Supporting the process of clergy recruitment and departure
 - Supporting and managing the patronage relationship
 - Administrative support for Ministerial Development Review process
 - Arranging and supporting events including the annual visitation services, training days and meetings with Area Deans and Lay Chairs
 - Taking minutes and notes of meetings
- Diocesan event planning – liaise with SMH / Cathedral / Chaplain for all aspects of major event planning
- Participation at meetings on behalf of the Archdeacons as required
- Support for clergy HR processes including Statements of Particulars and meetings

- Support for the Archdeacons with special projects and responsibilities (eg College of Archdeacons)

Some of this work is carried out in close collaboration with the bishop's office and may involve working from that office.

In agreement with the archdeacons and in close collaboration with the Chief Executive's Exec Asst, to support the work of the diocesan office as needed through

- Office Management
- Support for
 - Diocesan governance meetings and elections
 - Information management processes including data and statistics collection and input
 - Events
 - Safeguarding governance and processes
 - HR
 - Programme management

Generic Responsibilities for all DBF employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To ensure compliance with data protection requirements
4	To undertake other duties as may reasonably be expected

PERSON SPECIFICATION

Essential

- Good general level of education
- Good communications skills, both written and verbal; good and accurate written English.
- Ability to draft clear and accurate documents/reports for various audiences.
- Excellent administration, office management and diary management skills.
- Excellent IT skills, including word-processing, spread-sheets, databases and familiarity with social media.
- Sympathy with the values and purposes of the Church of England and with the values and priorities of the Bishop and Diocese of Leicester and a desire to see the work flourish.
- Capacity to relate appropriately to a wide range of people, in person, by telephone or e-mail.
- Ability and willingness to work collaboratively with the archdeacons and other colleagues.
- Relevant work experience (e.g. in a PA, admin, or office management role).

- Ability to demonstrate leadership in administrative processes, to show initiative and work with minimal supervision.
- Ability to focus under pressure and meet deadlines while working with meticulous attention to detail.
- Sound judgement to determine what should be referred to the Archdeacons for approval, agreement or information and what can be dealt with independently.
- Flexibility and adaptability to changing priorities.
- Aptitude for developing and reviewing office systems in response to availability of new technology.
- Ability to understand and operate accurately formal procedures.
- Understanding of and commitment to the principles and practice of confidentiality and data protection.
- Willingness to be involved in continuing personal and professional development.
- Ability to arrange own transport when necessary.
- Experience of taking responsibility for running an office and ability to be the sole administrative support.
- Ability to see how this role fits into the bigger picture of the work of the Diocese.

Desirable

- Educated to degree level or equivalent qualification or experience
- Knowledge of safeguarding and safer recruitment procedures
- Ability to understand financial reports