

Job Title	PA to the Archdeacons of London
Reports to	Archdeacon of London
Team	Area Office (Two Cities)
Department	Area Offices
Location	The Old Deanery, Deans Court, London EC4V 5AA
Contract type	Permanent, Full/Time (35 hours) days and pattern to be agreed with the line manager. Expected from time to time to work in the evenings.
Job Grade	H
Requirements	No DBS Required

Job Purpose	The purpose of the Archdeaconry Personal Assistant provides is to provide comprehensive administrative support to the two Archdeacons and Archdeaconry Operations Manager in their work and 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 coordination tasks, including management of schedules, organisation of meetings, compiling communications materials and ensuring the efficient handling of communications. The PA works in close co-operation with the Area Administrator, Area Staff, Area Deans and other office holders, the staff in the Bishop of London's Office as well as Diocesan staff based at London Diocesan House.
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About the London Diocese Fund (LDF) and the Diocese of London	The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs. The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy. The Archdeaconry of London serves the Cities of London and Westminster. It is a diverse area, with many high-profile churches and institutions. The Archdeaconry seeks to support the almost 100 churches in the area in carrying out their Christian mission and we work in a way that is enabling, facilitating, innovative and always as a partner. The challenges of the area include, but are not limited to, an estate that consists of many heritage assets, the need to seize significant opportunities in a fast-moving environment, constant financial pressures and issues around transience and the pace of demographic change.
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Our Mission, Values, Ambitions and Priorities	Mission: <i>To support, serve and resource all parts of the Diocese of London in enabling every Londoner to encounter the love of God in Christ.</i> Values: <i>Confident, Compassionate, Creative, Connected</i>
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Ambitions: *Confident Disciples, Compassionate Communities, Creative Growth.*

Priorities: *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

**Equality,
Diversity, and
Inclusion
Statement**

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

**Safeguarding
Statement**

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	NA
Budget responsibilities	NA
Revenue responsibilities	NA
Key Relationships	• Archdeacons of London and Charing Cross • Archdeaconry Operations Manager • Area Administrator

**Job
Responsibilities**

Administrative

- Working with the Archdeaconry administrative team and others to ensure the smooth running of the Archdeaconry.
- Proactive management of mail, enquiries, telephone calls, e-mail, as required to deal with requests and using initiative as to when to refer upwards and flag issues with the Archdeaconry Team.
- Diary management – forward planning of events and specific projects and day-to-day management of the Archdeaconry diaries.
- Preparing agendas and supporting papers for meetings and ensuring the Archdeaconry Team has the briefing and preparation required for meetings.
- Taking minutes for meetings as required, (including for example London Area Finance Group, CCGC, Area Staff, London Church Leaders, confidential meetings and others).
- Communications – prepare monthly Archdeaconry email newsletter, update Two Cities page of Diocesan website.
- Working with the Archdeaconry Administrator and liaising with parishes to organise the Admission of Churchwardens and Common Fund meetings.
- Draft letters and documents as requested and reply to routine correspondence within established guidelines on behalf of the Archdeaconry team.

- Work with Bishop's office to ensure efficient interaction with Archdeaconry team and help to facilitate the work of all at TOD.
- Maintaining good relations with all Diocesan staff, parishes and churches.
- Liaising with external organizations with which the Archdeaconry Team is engaged to ensure their work is facilitated.
- Events – as directed set up and manage one-off events
- Liaison with the parish administrator of S Andrew by the Wardrobe for the Archdeacon of London's parochial duties and with others who support aspects of the archdeaconry team's work.

Reception and Hospitality

- Provide a friendly and professional welcome to visitors of the area office.
- Assist with the events coordination within the area office including sometimes arranging furniture, helping provide refreshments.

Financial Assistance

- Expenses

Other

- Work on specific projects from time to time.
 - Undertake any other duties commensurate with the role.
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Person Specification

**Qualifications,
experience,
knowledge,
skills, and other
requirements**

Criteria	Essential	Desirable
<i>Education and experience</i>		
Educated to A-Level or equivalent standard.		x
Experience working as a PA.	x	
Experience managing budgets and tracking costs.		x
Administration related qualification.		x
<i>Knowledge and skills</i>		
Administratively efficient.	x	
IT proficiency (MS Office).	x	
Time management and the ability to work at pace	x	
Some understanding of Church of England structures and experience of working with the Ecclesiastical legislative framework.		x
High standard of literacy and numeracy	x	
<i>Other requirements</i>		
Empathetic to the mission and values of the Church of England	x	
Right to work in the UK	x	

Person Specification – Competencies and Behaviours	
Focus on Self	Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
	Actively and calmly works to solve problems and resolve conflicts
Focus on Others	Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments and speak in 'Plain English', avoiding or explaining jargon that is used
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Works as a supportive team member, shares information and acknowledges the contribution and support of others
Focus on Team	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices
	Understands and adheres to safeguarding and safer churches policy and procedure

Person Specification – Competencies and Behaviours	
Focus on Service	Respects the LDF's social justice identity and activities
	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Supports and acts in compliance with the records, information, and knowledge management requirements of LDF
Aligns with strategy	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise

Note: 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.