Administration Assistant for the Bishop of Willesden

Location	London Diocesan House, 36 Causton Street, London SW1P 4AU (hybrid working)
Reports to	Bishop of Willesden
Team	Parish Area Support (Willesden)
Department	Parish Area Support
Contract type	Permanent - Part-Time (17.5 hours)
Job Grade	Band 7 - £13,513.50 (FTE £27,027)
Job Purpose	The purpose of the Administration Assistant role is to provide comprehensive administrative support to the Bishop of the Willesden Episcopal area, ensuring efficient handling of communications, management of schedules, and maintenance of records. Additionally, the Administration Assistant plays a vital role in upholding confidentiality and assisting with safeguarding.

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 North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes schools, chaplaincies, missional communities, and other organisations.

The LDF is the employment body and the central team that serves and supports the Diocese of London.

Our Mission, Values, Ambitions and Priorities:

- Mission: For every Londoner to encounter the love of God in Christ.
- Values: Creative, Together, Thriving, Respectful

- 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.

Job Scope

Direct and indirect reports	Bishop of Willesden
Budget responsibilities	None
Revenue responsibilities	N/A
Key Relationships	Bishop of Willesden, PA to the Bishop of Willesden, Chaplain to the Bishop of Willesden, Archdeacon of Northolt, Archdeacon of Northolt's PA, Willesden Area Director of Ministry, Willesden Area Administrator, Willesden Area Deans and other Area Staff

Job Responsibilities

Administrative

- Handle mail, inquiries, telephone calls, emails, and all other incoming communications.
- Manage the diary and inbox of the bishop on a daily basis.
- Draft letters and documents as requested
- Contributing to the maintenance of central databases (People System, CMS, Crockfords).
- Liaise with the Director of Ministry to ensure the effective administration of the Ordination of Priests and Deacons.
- Coordinate domestic and overseas travel for the line manager as required.
- Organise, facilitate, provide agendas and take minutes of meetings or as requested.
- Compile the Area Mailing (newsletter) and other general communications as required.
- Uphold the security and confidentiality of the office, including managing confidential documents and securing the office.
- Coordinate the renewal and issuance of permissions for clergy and laity in conjunction with Area Administrator.

- Holding the big picture and history of events in the Episcopal Area, where relevant to the Bishop's work. Advising the Bishop (or team) as necessary and appropriate of any historical information impacting current events. Making appropriate linkages.
- Have an awareness of the weekly/annual cycle of events e.g., confirmations, ordinations, college leavers etc.

Reception and Hospitality

- Provide a friendly and professional welcome to visitors of the line manager.
- Coordinate and facilitate events, including seminars, conferences, residentials, interviews, and social events, and liaise with external parties such as caterers as required.

Safeguarding

- Ensure safer recruitment processes are followed when an appointment is made.
- Monitor the visa status of clergy who do not have British Citizenship or the Right to Remain, in conjunction with the HR Team at Diocesan House, as required.
- Monitor all clergy, licensed lay ministers and those with permission to officiate to ensure they are up-to-date with their DBS and Safeguarding Training.
- Manage the clergy 'blue files' in accordance with GDPR including ensuring blue files are available for statutory services when requested (e.g. police)
- Handling and being privy to highly sensitive and challenging information inclusive of blue files, historic, and ongoing safeguarding concerns.
- Identifying appropriate action in response to pastoral situations as they occur (e.g. Clergy person or other in crisis; deliverance queries; safeguarding concerns).

Other

- Undertake any other duties commensurate with the role.

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.

Person Specification

Qualifications, experience, knowledge, skills, and other requirements	Criteria	Essential	Desirable
	Education and experience		
	Educated to A-Level or equivalent standard.		**x**

	Experience working in an administration role.	**x**	
	Administration related qualification.		**x**
	Knowledge and skills		
	Administratively efficient.	**x**	
	IT proficiency (MS Office).	**x**	
	Ability to work confidentially and in line with safeguarding policy	**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**	
	The ability to work effectively under pressure and to deadlines	**x**	
	Other requirements		
	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	Allows others time to speak, listens to others when they are speaking asks appropriate, respectful questions and speaks at the right pace and volume for varied audiences
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Connects positively 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, takes actions to address and supports other in safeguarding and safer churches policy and procedure
Person Specification – Competencies and Behaviours	
Focus on Service	Advocates and negotiates effectively for people
	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

Additional Information

Annual Leave

25 days paid annual leave per annum pro pro-rated, excluding Bank Holidays. The leave year runs from 1st January to 31st December.

Notice Period

The notice period during probation is two weeks and is extended to one month once the appointment is confirmed.

Pension Contribution

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB2014 scheme.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join). Cover will be subject to any terms and conditions laid down by the insurance company.

As we are a member of the Armed Forces Covenant, we welcome applications from those who have served in our Armed Forces and their families.

We are committed to building a culturally diverse workforce. As part of this commitment, we welcome applications from people, regardless of their background. As a Disability Confident committed employer, it is important to note that there may be occasions where it is not practical or appropriate to interview all disabled applicants who meet the minimum criteria (Where applicable depending on post requirements) due to high volume. We limit the number of interviews conducted to five applicants per open post we advertise.