



The Diocese of
Southwark

Information Pack

PA to the Bishop of Southwark (Job Share)



Closing Date: 9th March 2025

Interview Date: 19th March 2025

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The Diocese of
Southwark

**Chaplain to the Bishop of
Southwark**

The Revd Dr Alun Ford

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Dear Applicant,

I am delighted that you have shown an interest in this post and are considering whether to join the Bishop of Southwark's office. The team provides the essential support to enable Bishop Christopher in his role, serving the people of the Diocese of Southwark. The post is a job-share post with an experienced existing member of the team, and can be for either 2 or 2.5 days per week.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. This is an important and varied role with a range of duties from complex diary management, preparation of briefing and travel packs, to organisation of meetings, functions and events. As well as excellent administrative and organisational skills, the ability to communicate well with the wide range of people who contact the Bishop's office will be equally important, and in particular the communication between the job share partners will be important, so that there is a seamless service to the Bishop.

This is a great opportunity to make a significant contribution to the work of the Diocese, and gain the satisfaction that there is an effective and efficient administration behind our mission and ministry, knowing that events have been well planned, and the people in our parishes, schools and communities feel supported.

If this is a role that excites you and you believe that you have the necessary skills, experience and enthusiasm, we would very much like to hear from you.

With best wishes

Alun Ford

Chaplain to the Bishop of Southwark

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The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Nicola Thomas





The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Job Description

Job Title:	PA to the Bishop of Southwark (Diary, Events, Facilities and Finance) Job share, part-time hour (2 or 2.5 days per week)
Reporting To:	Bishop's Chaplain
Location:	Bishop's Office, Trinity House, off Borough High Street, with regular attendance at Bishop's House, Streatham.
Job Purpose:	Working with the Bishop's Chaplain, and the PA (Clergy Administration), to provide support for the Bishop of Southwark in ensuring his diary and travel are organised efficiently, the Bishop's office accounts are kept in good order, and supporting a range of functions at Bishop's House. This is a key role, requiring high levels of discretion and sensitivity.

This role works in close collaboration with the Bishop's PA for Clergy Administration. The key principle used in allocating work between the two roles is whether the work relates primarily to replicable processes (in which case it will usually be done by the PA for Clergy Admin) or to particular individuals or events with a more one-off and personal flavour (in which case it will usually be done by the PA for Diary and Events). This is not a hard and fast distinction, however, and some flexibility is required.

The role is a job share post, for 2 or 2.5 days a week. The postholder will be expected to communicate well with their job share partner to ensure that the office provides seamless support to the Bishop's Office, and covers all aspects of the job description.

As the Bishop's responsibilities are very varied, the range of support offered goes beyond the execution of particular tasks, and includes a cheerful and imaginative responsiveness to whatever may be needed at a given time. It is a role that to some degree defies definition, and calls for flexibility and ability rapidly to grasp new situations and to undertake tasks not specifically define in advance.

The Bishop's office serves the Bishop as Corporation Sole and is to that extent a separate entity from the Diocesan Office. In practice, however, there is seamless working between the Bishop's Office and Trinity House and the wider Diocese. In terms of reporting, all in the Bishop's office work directly to the Bishop. The office is under the overall direction of the Bishop's Chaplain, who directs its staff from day to day on the Bishop's behalf and line manages the Bishop's PAs; in addition, for the purposes of good administration across the Diocese, there is also a reporting line to the Data Use and Office Process Administration Manager. In common with all Trinity House roles this role is to be carried out in accordance with the principles of Lead, Enable, Serve, which are annexed.

Detailed Duties:

1. Diary management

- a. Maintain the Bishop's main diary (both electronic and paper), balancing national and pastoral and personal commitments
- b. Make day-to-day appointments, subject to priorities and as agreed with the relevant individual
- c. Produce all relevant papers, briefings and other information relating to meetings / visits etc. and provide the Bishop with a file of all relevant information, liaising with the Bishop's Parliamentary Aide as required
- d. Make travel arrangements for the Bishop, including rail and air travel
- e. Arrange annual review meetings with certain Diocesan clergy
- f. Assist the Bishop's Chaplain with advance diary planning
- g. Manage the Bishop's Chaplain's diary on the Chaplain's behalf as requested, making appointments and ensuring diary is co-ordinated with the Bishop's, and arranging travel when required.
- h. Arrange MDR appointments at request of PA for Clergy Administration
- i. Liaise with Trinity House Reception, and ensure that all visitors are greeted warmly.

2. Personal Correspondence and Clergy Support

- a. Draft and prepare letters on personal and pastoral matters for signature by Bishop or Chaplain
- b. Produce for signature such letters drafted by the Bishop's Chaplain
- c. Log incoming post and, with Bishop's Chaplain, decide on necessary action, scanning to Bishop's Chaplain letters which need a response
- d. Support the Bishop in the support for clergy with preparation of birthday cards, cycle of prayer lists
- e. With PA for Clergy Admin operate a system to ensure that outgoing letters, signed document etc. are copied / filed as appropriate
- f. Manage the system for the administration of the Lancelot Andrewes Medal
- g. Ensure appointments for MDRs that the Bishop conducts are arranged in accordance with the established schedule and circulate documentation appropriately

3. Finance

- a. Maintain accounts for various funds held at Bishop's House using an appropriate software package
- b. Arrange for the distribution of grants and monies from other Trusts
- c. Undertake a quarterly reconciliation of all accounts
- d. Liaising with the Church Commissioners and Diocesan Office over accounts and other financial matters
- e. Managing expenses on behalf of the Bishop and Chaplain, ensuring that submissions are made with appropriate documents and receipts.

4. Meetings

- a. Arrange meetings (including Bishop's Staff Meeting, College of Bishops, Area Deans meetings), sending out invitations, agenda and all relevant documentation in sufficient time
- b. Act as secretary for meetings convened by Bishop or Chaplain as requested

5. Hospitality - Bishop's House

- a. Arrange accommodation and catering for Staff / Bishops meetings, residentials and retreats, making appropriate room bookings and arrangements for Audio-Visual and meeting facilities.
- b. Co-ordinate social functions including dinners, Mayor's reception, garden parties and receptions, occasional informal entertaining etc., liaising with caterers and ordering provisions as necessary
- c. Assist at social functions at Bishop's House or elsewhere
- d. Ensure that appropriate arrangements are in place for domestic cleaning.

6. Domestic Facilities

- a. Ensure, in consultation with Church Commissioners' guidelines, that all office equipment at Bishop's House is well-maintained and replaced where necessary
- b. Order and monitor use of all stationery supplies within Trinity House and Bishop's House
- c. Ensure that arrangements are in place for Liaise with Church Commissioners and Trinity House IT department in relation to the management of Bishop's House, including decoration, repairs, and management of alarm and telecoms systems; enable access to the house when necessary
- d. Ensure that the official car is cleaned, serviced and maintained and that all accidents are reported
- e. Monitor Bishop's House during the Bishop's absence, occasionally visiting to collect mail and check that all is in order, and being a contact point for alarms.

7. Reception and Responding to enquiries

- a. As a first point of contact for enquirers to the Bishop's Office, the postholder will be expected to answer queries, take messages, signpost callers to the right people, and transfer calls as appropriate
- b. Welcome visitors
- c. Provide refreshments for guests at meetings in the Bishop's office.

8. Provide support to the Bishop's Chaplain (with PA for Clergy Admin)

- a. Including the production of documents such as orders of service.
- b. Take on projects, including research to support the Bishop's work, and projects to improve the efficient running of the office.

9. Other

- a. Working with the other PA to the Bishop (Clergy Administration), to support each other, and to cover during annual leave when required.
- b. The postholder will be expected to participate in the appraisal system of the Diocese.
- c. The PA will be expected to work closely with other PAs and staff in the Diocese, to work together to implement changes to systems and processes that will be of mutual benefit.
- d. A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Other key relationships

- Area Office staff (PAs to the Area Bishops and to the Archdeacons)
- Archdeacons
- Area Bishops
- Church Commissioners, including the Bishoprics department
- Bishop's Staff and senior clergy / advisers in the Diocese
- Diocesan Secretary and the Secretariat - particularly the PA and EA to the Diocesan Secretary

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.



Person Specification

Essential	Desirable
Qualifications	
A good standard of education, with the ability to draft letters, and produce accurate documents with accurate spelling and grammar.	Recognised qualification as Secretary / PA / Administrator
Experience	
Experience of working at a senior level as a PA.	Dealing with monitoring of expenditure and keeping accurate financial records
Able to deal with a wide range of people, and maintain good and effective relationships with them	
Experienced in managing a busy diary for someone at a senior level with a range of local, national profile working at national and local level.	Working within the structures of the Church of England.
Planning of travel arrangements; local, national and international. Experienced in putting together detailed briefing packs, providing all the information required for travel and appointments.	
Skills and Knowledge	
- Proficient user of Microsoft Office tools: - At least intermediate user of Word and Outlook - Confident user of Excel to at least Basic level.	
Self-sufficient in acquiring knowledge of IT capabilities - willing and keen to look up and learn new ways of doing things	
Highly organised, with a good eye for detail	
Able to manage long and short term priorities	
Personal Qualities and Behaviours	
Committed to providing excellent service at all times	
A cheerful and imaginative responsiveness to whatever may be needed at a given time.	
Flexibility and ability rapidly to grasp new situations. Accepting of having to change priorities at short notice.	
An empathetic approach to managing processes, where people will not always have the same priorities as you	
An absolute commitment to confidentiality	
Able to receive and give feedback in a sensitive way.	
Be in sympathy with the aims and objectives of the Christian Church and have due regard for the traditions of the Church of England.	

TERMS AND CONDITIONS

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Bishop's Office, Trinity House, off Borough High Street, with regular attendance at Bishop's House, Streatham.

Salary

The post has a salary of £18,500 - £19,500, for 2.5 days per week.

£14,800 - £15,600 for 2 days per week.

(£37,000 - £39,000 pro rata)

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

A job share of either 2.5 (17.5 hours), or 2 days (14 hours) per week, in a working pattern to be agreed. Some flexibility required for occasional evening or out of hours meetings, and attendance at events will be required.

Holiday Entitlement

You will receive 26 days annual leave per annum (pro rata), increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays (pro rata). The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period a week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months notice

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

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Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

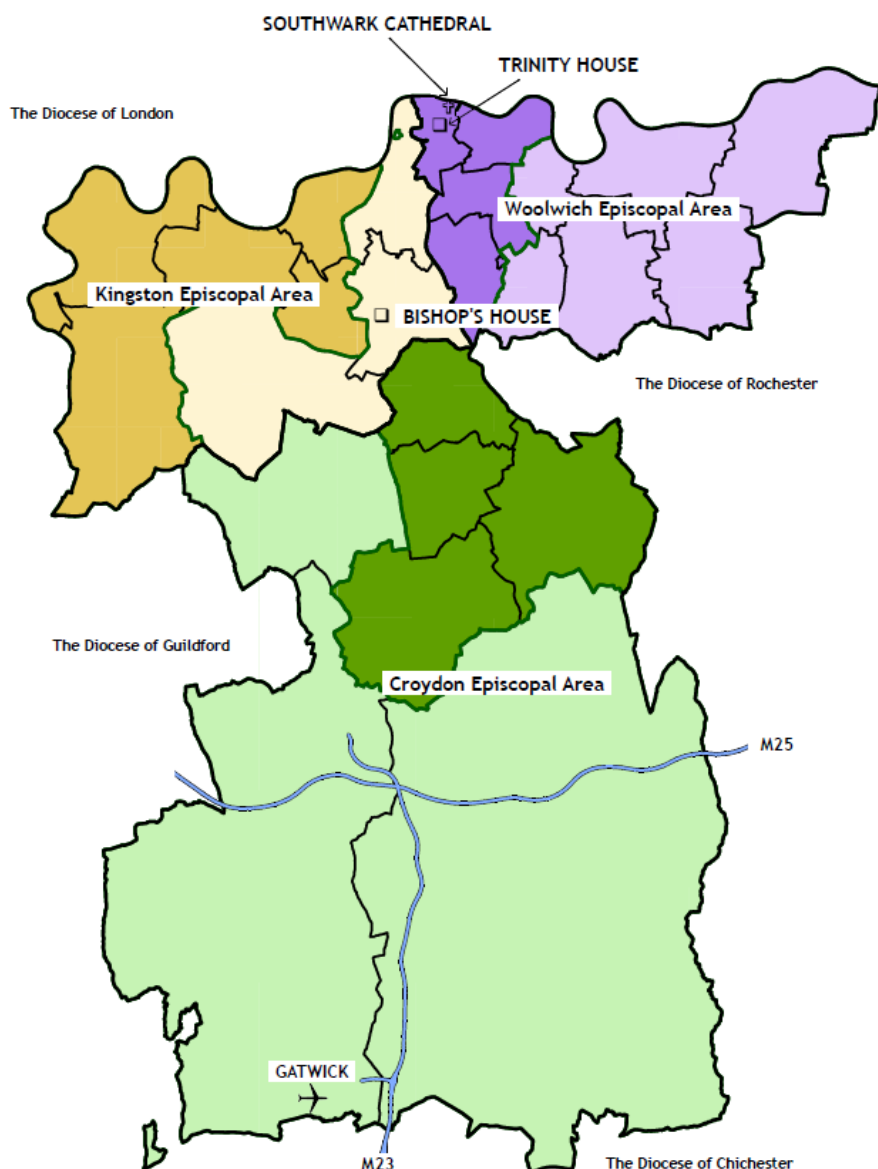


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.
DIOCESAN STAFF AIMS • To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships. • To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice. • To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese. • To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries. • To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
DIOCESAN STAFF VALUES • Effective Stewardship of resources • Collaborative Team Working • Respect for all • Transparent Accountability