



The Diocese of
Southwark

PA to the Archdeacons of Kingston Kingston Episcopal Area Office

Job Information Pack



**Christ
Centred**

**Outward
Focused**



The Diocese of
Southwark

Kingston Episcopal Area

Trinity House
4 Chapel Court
Borough High Street
London SE1 1HD

www.southwark.anglican.org

April 2026

Dear Applicant

Thank you for your interest in the role of Archdeacons' PA for the Kingston Episcopal Area Office. This is a vital role for us in providing administrative and organisational support that enables us to carry out our roles.

This post involves working with clergy, parishes, diocesan colleagues and departments, as well as providing vital support to the archdeacons. Your workload will include a mixture of routing tasks, as well the unique and unusual requests that come our way. You will find a real variety in the role, plenty of opportunities to learn and develop your skills, and no two days are the same.

You will have contact from a wide and diverse range of people, and your ability to deal with them in a calm and confident manner is important. Equally important is possessing good people's skills to build and maintain relationships at all levels, as for many parishes you will be the first point of contact when dealing with the diocese and the Kingston Team.

We hope that you will find this role to be very rewarding, as it gives the opportunity to support the people in our parishes and make a real difference to their mission and ministry. You'll find out more about the Kingston Area on our website, <https://southwark.anglican.org/about-us/who-we-are/kingston-episcopal-area/>

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. To apply for the role, please complete the application form. Interviews for this position will take place 14th May 2026.

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

Yours sincerely,

The Venerable Bridget Shepherd
Archdeacon of Wandsworth

The Venerable Simon Gates
Archdeacon of Lambeth

Charmaine Douglas
Data Use and Office Process Administration Manager

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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:	Archdeacons' PA, Kingston Episcopal Area
Location:	Trinity House, 4 Chapel Court, Borough High Street, SE1 1HW,
Hours:	Based on 35 hours per week, Monday -Friday, with flexibility for very occasional evening meetings.
Day to day accountability:	Archdeacons of Wandsworth and Lambeth
Line Management:	Data Use and Office Process Administration Manager <ul style="list-style-type: none">- Provides support to the PAs where there are issues requiring wider organisational considerations, across Area Offices or departments

INTRODUCTION

Archdeacons are called to share in the mission of the church, exercising their ministry in close collaboration with the Bishop. They play a significant role in the recruitment, oversight, support, discipline, and pastoral care of the clergy. They also play a key role in strategic planning, managing conflict, encouraging stewardship and responding to safeguarding issues, alongside exercising their legal responsibilities.

The Archdeacons' PA will need to have a high level of hospitality, a friendly and engaging telephone manner, and excellent people skills. The PA manages many interactions with clergy and parishes and is often the first port of call with the wider Diocese.

With a close eye for detail they provide administrative support to the archdeacons, managing their diaries, project managing events, ensuring processes work effectively, writing or acting on their behalf, and providing the information and support they need to carry out their work effectively and in a timely manner. They need to take the initiative and be proactive in finding creative solutions to a range of issues. An ability to prioritise will be essential.

The ability to take initiative and be proactive is a key skill for an archdeacons' PA, as is flexibility, as the workflow is not always consistent, and the two archdeacons at different times have different demands. The PA is part of the Kingston Area Team, consisting of the Bishop of Kingston, his Chaplain, the two

Our Values

Effective Stewardship of resources
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Collaborative Team Working
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Archdeacons, and the two PAs and so must be an exceptional team player, as the Archdeacons' PA will be required to work with other members of the team and in particular the PA to the Bishop of Kingston.

While experience of church life - particularly in the Church of England - would be an advantage, the ability to learn and be empathetic are the key strengths the PA needs.

PRINCIPAL TASKS

PA role

- Always maintain complete confidentiality and integrity.
- Provide a discreet, courteous and efficient first point of contact for all communication to the Archdeacons, showing pastoral sensitivity and tact. (The Archdeacons manage their own email inbox).
- Meet visitors to the office in a hospitable manner (see introduction above), putting them at their ease, making tea and coffee etc.
- Receive and prioritise a wide range of enquiries by phone, email and post, ensuring that queries are dealt with efficiently, sensitively and in a timely manner, giving information, initiating action, drafting responses and liaising with the Archdeacons as appropriate.
- In particular, to be the key point of contact for **Churchwardens** and **Parish Administrators** continuing and enabling peer to peer contact through the Churchwardens email forum and Administrators network.
- Liaise with other members of staff within the Diocese, ensuring information is passed to the relevant departments where necessary, being able to signpost and refer people on effectively is important.
- Manage the Archdeacons' diaries in Outlook, subject to priorities and liaison with the Archdeacons, planning, negotiating and booking appointments, venues and dates on an annual/monthly/weekly/daily basis, making travel arrangements as required and keeping the Archdeacons up to date with changes.
- Organising meetings with or without the archdeacon
- Ensure that the Archdeacons have the papers and other practical resources they need for meetings etc in paper and/or electronic form and in good time.
- Organise, develop and monitor processes for gathering information and collating returns.
- Organise and monitor Ministerial Development Reviews (including managing the MDR database)
- Event management, both church services and training. Provide orders of services, training packs.
- Coordinating the recruitment process when parishes are in vacancy - liaising with parishes and patrons, organising timetables, circulating papers, placing adverts, etc.
- Project management, including:
 - Annually organise the archdeacons' parish inspections
 - Liaising with Area Deans and arranging Area Deans' meetings
 - Dealing with grant applications for Area Mission Money.
- Liaise with colleagues, clergy, church leaders, other senior office holders, public bodies and members of the public as necessary.

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- Attend monthly Kingston Area Team meetings and weekly Team catch ups
- Drafting correspondence, including references, letters as well as emails.
- Prepare documents, presentations and spreadsheets to support the Archdeacons' work, e.g. orders of service, interview packs, briefings on legal matters and Church warden training packs.
- Act as secretary to meetings convened by the Archdeacons/Bishop, where requested.
- Compile and send out e-mailings.
- Develop and maintain appropriate systems to ensure maximum administrative efficiency.
- Progress arrangements relating to all aspects of the Archdeacons' work and keep records as required.
- In the Archdeacons' absence, knowing what to answer, what to leave and to who to refer queries to.
- Manage the office petty cash and make returns to the Finance Department.

General

- With suitable advance notice, attend occasional evening and weekend meetings to support the Archdeacons in their role.
- Undertake other tasks connected with the Archdeacons' role as are reasonably requested.
- Assist as necessary with occasional lunches and other functions.
- In the absence of the PA to the Bishop, undertake any tasks which he may reasonably request to support him in his role.

Safeguarding

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

In accordance with the Church of England Safeguarding Policy, our Diocese is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others

Full details of our Safeguarding Policy are contained with the Diocese of Southwark's, "A Safe Church", which can be found on our website, [Diocesan policies and procedures - The Diocese of Southwark](#)

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This includes our commitment to Safer Recruitment, and our policy to abide by the Church of England's requirements contained in the Safer Recruitment and People Management Guidance, [Safer Recruitment and People Management Guidance | The Church of England](#)

You can find a copy of our Whistleblowing Policy and Recruitment of Ex-Offenders Policy on our website, [Vacancies - The Diocese of Southwark](#).

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.

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Person Specification

Essential	Desirable
Experience and qualifications	
A good standard of education including GCSE English and Maths	To graduate level
A level of literacy to be able to draft emails and letters that are fluent and accurate, and use language that is appropriate to the culture and traditions of the Church of England	
Be well organised, used to managing conflicting demands, and be able to prioritise time and resources effectively, often within tight deadlines (which may mean being available at flexible hours).	
Have experience of planning and managing projects over an extended period of time.	
Worked in roles that require the ability to work on initiative, where tasks are not always planned or routine, and flexibility of approach has been required.	
Able to take the initiative in planning, organising and anticipating needs in close cooperation with the Archdeacons, and in setting recurring tasks in action.	
Have experience of working effectively in a team environment.	
Skills/Aptitudes	
<ul style="list-style-type: none"> Have good spoken and written language skills and an excellent telephone manner. Be competent in MS Word, Excel, Teams, Outlook and PowerPoint and have the capacity to use the internet well and to learn other Diocesan systems. Able to fully utilise the information technology that is available, with the desire to exploit the potential of the IT packages that are available, to seek creative IT solutions along with AI as a tool. Able to utilise social media as a tool for communication and networking <p>Be accurate and demonstrate good attention to detail in their work.</p>	Use of Sharepoint
Ability to understand and communicate complex information such as church legislation	
Note-taking skills and ability record meeting minutes.	
Able to gain information from databases, and summarise information in simple formats	

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Character and personal qualities	
Have good interpersonal skills, diplomacy and sensitivity combined with calmness, tact, and good humour.	
Be able to guarantee confidentiality and discretion in relation to people and information.	
Gives confidence and assurance to others that they understand what they require, and will take the appropriate action.	
Clear about personal and professional boundaries	
<ul style="list-style-type: none"> • Able to exercise tact, diplomacy and sensitivity 	
<ul style="list-style-type: none"> • A good team player - takes a flexible approach to tasks, with understanding of others priorities and able to adapt to their own 	
<ul style="list-style-type: none"> • A genuine commitment to learn and grow in a role 	
<ul style="list-style-type: none"> • Demonstrate empathy and patience under pressure 	
<ul style="list-style-type: none"> • Welcoming and friendly, able to create a good rapport 	
<ul style="list-style-type: none"> • Be enthusiastically committed to working with the Archdeacons, the Bishop and the PA to the Bishop to serve the parishes of the Kingston Episcopal Area. 	
<ul style="list-style-type: none"> • Be strongly supportive of the aims and objectives of the Christian Church and have due regard for the traditions of the Church of England and/or churches affiliated to Churches together in England. 	<ul style="list-style-type: none"> • Worships at a church within the Church of England. • A liturgical understanding for the production of orders of service <p>Knowledge of the structures and terminology of the Church of England</p>

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The Archdeacons' PA's Year

The Archdeacons' PA's Year			
January	February	March	April
<p>Organising the annual inspections of parishes</p> <p>Inviting applications to the Mission Money grant</p>	<p>Organise the archdeaconry visitation services in June for churchwardens to swear into office</p> <p>Draft agendas and papers for the Archdeaconry Mission & Pastoral Committees (if required)</p>	<p>Organise the churchwardens' training morning in July</p> <p>Assist churches with planning for their annual meetings, electoral roll etc</p> <p>Easter prep</p>	<p>Assess Mission Money grant applications</p> <p>Draft agendas and papers for the Archdeaconry Mission & Pastoral Committees (if required).</p>
May	June	July	August
<p>New churchwardens are elected to office at the APCM (Annual parochial church meetings), which takes place by 31 May</p> <p>Often a busy month for vacancies, interviews, licensings etc</p>	<p>The visitation services when churchwardens swear into office</p> <p>Parish Support Fund letters go out asking for parishes to pledge their contribution for the following year</p>	<p>Churchwardens training morning</p> <p>Chase any unfinished church inspections</p>	<p>All churchwardens need to swear in by 31 August, so August often means chasing those who didn't attend the visitation services</p> <p>Senior staff often away, so good time to catch up and prepare for September</p>
September	October	November	December
<p>Draft agendas and papers for the Archdeaconry Mission & Pastoral Committees (if required)</p>	<p>Often a busy month for vacancies, interviews, licensings etc</p> <p>Parish Support Fund thank you letters</p>	<p>Often a busy month for vacancies, interviews, licensings etc</p> <p>Draft agendas and papers for the Archdeaconry Mission & Pastoral Committees (if required)</p>	<p>Plan dates for the coming year and send 'key dates' document to churchwardens</p> <p>Christmas prep</p>

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TERMS AND CONDITIONS PA to the Archdeacons of Kingston

Outline 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

Your normal place of work will be Trinity House. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

Salary

The post has a salary of £32,500 - £38,600, per annum, depending on experience.

This post is suitable for graduates seeking to start their careers, and to gain experience in this role. The salary will be matched to the level of the successful applicants experience, with salary progressing to the full rate on gaining of skills, knowledge and experience.

Probation

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

Hours of work

Full Time - [35 hours per week, Monday - Friday]

There is flexibility for starting times between 7am and 7pm by agreement with your line manager.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays.

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.

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.

Pension

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

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.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one 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.

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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 is divided into six

The Diocese of Southwark serves...

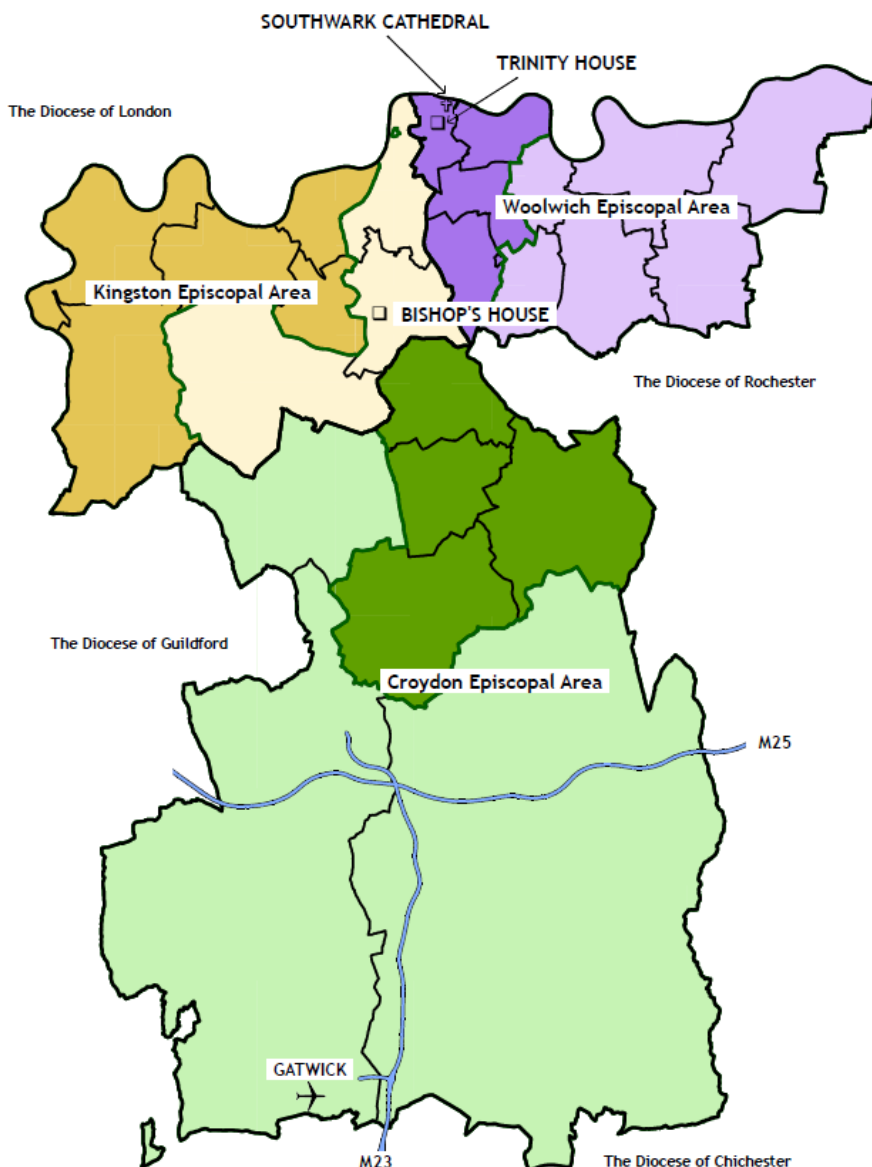


2.9 million people

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



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.

Collaborative Team Working
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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.

Our Values

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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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Effective Stewardship of resources<ul style="list-style-type: none">• Collaborative Team Working<ul style="list-style-type: none">• Respect for all• Transparent Accountability

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