**Job Title:** Senior Personal Assistant to the Archdeacons

**Hours**: 35 hours per week

**Salary:** £30,000 per annum

**Location:** St James’ House, 20 St James’ Road, Liverpool, L1 7BY

# Role Summary

The purpose of this role is to lead and manage the Archdeacons’ Office in addition to providing effective and comprehensive secretarial and administration support to the Archdeacons which will allow them to make the best use of their time.

Extensive knowledge of the Diocese of Liverpool and the Church of England would be an advantage for this role so that work can be handled proactively and efficiently in the absence of the Archdeacons.

All tasks are to be carried out with the utmost discretion and with a very high regard for confidentiality.

# Duties and key responsibilities:

Main Responsibilities

* To manage the work of the Archdeacons’ Office.
* To line-manage the Archdeacons PA and Appointments Support Officer and to delegate work as appropriate to Archdeacons PA and Appointments Support Officer
* To provide and co-ordinate the secretarial and administrative support that the Archdeacons need to fulfil their ministry.
* To take a pro-active approach to ensure that the Archdeacons’ diaries are properly managed, according to the priorities agreed with the Archdeacons.
* To work with the Archdeacons PA and Appointments Support Officer to ensure that the Archdeacons have all necessary paperwork and other material in advance of meetings/engagements.
* To process incoming enquiries - mail, e-mail, telephone calls etc. and to be able to take action according to agreed guidelines.
* To maintain a comprehensive filing system that enables ready access to correspondence, information concerning people, organisations and groups and ensure that files are maintained in compliance with the Data Protection Act.
* To maintain an effective and accessible system for storing electronic data-folders, sub-folders, etc., conducting regular audits of database input.
* To review current systems and practices, and to suggest and implement changes for improvement where appropriate.
* To have responsibility for the project management of the Archdeacons’ Annual Parish Reviews and to delegate work as appropriate to ensure that the APR system is functioning well
* To work closely with the Appointments Secretary so as to understand the Appointments Process and to provide additional support and cover as from time to time may be required.
* To oversee, manage and have responsibility for the Grants which are administered through the Archdeacons’ office.
* To be the administrator for the Clergy Pensions Fund giving administration support as and when required.
* To be a member of the Diocesan Communications Strategy Group
* Chairing bi-weekly Archdeacons’ Office meeting (with Archdeacons in attendance) to maintain communication and for information-sharing as well as forward planning.
* Project management of updated Clergy Handbook includes setting and tracking milestones for all departments on Excel, regular update meetings with the Communications Team and designated Archdeacon, editing documents according to house style and publishing on website.
* To be able to deal sensitively and responsibly with some stressful and difficult phone calls and approaches.
* Meet and greet visitors at all levels of seniority both within and outside the church.
* Liaise with senior clergy, colleagues, departments within SJH and external suppliers as and when required.
* Organise travel and make accommodation arrangements
* If required to produce documents, briefing papers, reports and presentations
* To be present at some meetings that the Archdeacons hold and to take notes/minutes.
* To make arrangements for the hospitality offered by the Archdeacons and to assist with it.
* To develop and maintain good working relationships with those who work in the Diocesan Office and Cathedral working particularly closely with the other Support Staff in the Episcopal office and within St James’ House in to provide a cohesive secretarial support to the Bishops and Archdeacons.
* To carry out such other duties, broadly in line with these, as may from time to time be reasonably required by the Archdeacons.

# Person Specification

**Essential requirements**

* Proven experience of working as a PA / Secretary
* Excellent communication skills with an ability to engage with people effectively at all levels
* Have an ability to handle a range of diverse tasks and prioritise according to demands
* Has an aptitude for developing and reviewing office systems in response to new technology
* Operational ability to use Microsoft office packages and in using complex Excel databases
* Ability to innovate, initiate and maintain good and effective administration procedures
* Pays close attention to detail
* Demonstrates excellent presentation, layout and accuracy in text production
* Ability to take minutes and produce written material accurately and quickly
* Ability to deal with personal information maintaining strict confidentiality
* Demonstrates a friendly, sensitive, co-operative and diplomatic manner
* Ability to remain calm under pressure
* Works well within a team environment
* To have an understanding of, and be in sympathy with the Church of England
* Ability to work flexibly according to the demands of the role

# Desirable requirements:

* PA / Secretarial qualification
* Educated to A’ level standard
* Demonstrates a good working knowledge of the structures, faith, worship and mission of the Church of England
* Has a good understanding of the internet and data storing applications e.g. Cloud

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool.**