JOB TITLE: Executive Assistant to the Archdeacon of Rochester

LOCATION: Greenhithe Archdeaconry

GRADE: Grade 4

REPORTING TO: The Archdeacon of Rochester

PURPOSE OF JOB

Provide administrative support to the Church and its mission in the Diocese of Rochester; Assist the Archdeacon and undertake such other duties as may be necessary to this end, with particular reference to office management and administrative support.

PRINICIPAL ACCOUNTABILITIES

1. Manage the Archdeacons diary, co-ordinate meetings, arrange venues, meeting invitations and make any necessary travel arrangements. Plan annual cycle of meetings.

2. Manage the Archdeacons offices efficiently, including ordering stationery and other supplies, setting up and maintaining record keeping systems and ensuring GDPR compliance.

3. Act as the first point of contact for incoming calls, e-mails and visitors.

4. Provide confidential administrative support to the Archdeacon, including drafting and circulation of correspondence, preparation of Archdeacons' expenses, filing (electronic and paper).

5. Work collaboratively with the EA for the Archdeacon of Bromley and Bexley and Tonbridge.

6. Co-ordination of Area Deans' meetings, church inspection schedule, and processing of Area Deans' expenses.

7. Manage the Archdeacons cycle of Ministry Reviews, including planning and administration and maintenance of the central MDR tracking spreadsheet for the Bishop's Chaplain.

8. Manage the budget for the Archdeacons Discretionary Funds and City Church Fund.

9. Manage the cycle of PTO clergy interviews, coordinating with Bishopscourt and Diocesan Safeguarding Officer as required.

10. Project manage the clergy appointments process - planning interview timetable, in collaboration with Bishopscourt, Patrons and parishes; working with parishes to develop marketing copy for publication; managing the

advertising and online application process, planning interview timetable and content including parish visits.

11. Co-ordinate arrangements for commissioning of clergy and Lay Ministers, including liaising with parishes, the Registry, Bishopscourt and/or the Warden of Lay Ministers.

12. Research information as directed by the Archdeacon.

13. Work effectively with other members of the Diocesan staff team to deliver specific projects, e.g. Called Together events, Archdeacon's Visitations, Archdeaconry training days.

14. Work from different locations, as required (the Archdeaconry, home or the Diocesan Office) and build effective working relationships with other members of the team.

15. Liaise with parishes on behalf of the Archdeacon or other Diocesan Teams.

16. Attend meetings and take minutes, as necessary.

17. Manage logistics, programme and speakers for Archdeaconry Clergy Training Days (including residential) and attend where necessary.

18. The creation and administration of the Articles of Enquiry in consultation with other Archdeacon EAs around the preparation of these.

19. Act as a Recruiter - undertaking DBS identity document checks and inputting on the online ebulk system.

20. Be aware of the importance of a safe working environment and inform the Archdeacon or Diocesan Office of any problems.

21. Understand the importance of safeguarding and safer recruitment in the context of the Church (both at parish and Diocesan levels) and undertake training to the required levels.

SKILLS AND EXPERIENCE

- Familiar with the Church of England parish system and Church structures
- Has a good understanding of the importance of safeguarding within the church context
- Previous secretarial or administration experience including shorthand and dictation skills
- An excellent administrator
- Strong planning skills, including diary management experience
- Project management skills
- Budget Management skills
- Working experience of Microsoft Word, Excel, Outlook, Publisher, PowerPoint and Virtual meeting platforms
- An ability to work to tight deadlines
- An excellent communicator, both orally and in writing
- A collaborative worker
- An understanding of when to consult or seek advice

- Experience in handling confidential matters
- A good listener able to display empathy – especially on the telephone
- Ability to work unsupervised and on own initiative, prioritise, manage own workload
- Able to occasionally work flexible hours and to work from home when necessary
- Is sensitive to working within the archdeacon's home
- Willing to learn new skills and adapt to different ways of working
- Ability to research
- Familiar with Data Protection regulations and able to ensure compliance
- Comfortable working flexibly with unexpected demands

As a Diocese we take our safeguarding responsibilities seriously and are committed to ensuring that our churches and buildings are safe places for all. We expect that everyone will work within safeguarding policy and complete all relevant training. In particular, the diocese expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer.

All appointments are subject to acceptable pre-appointment checks.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.