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<b>Job Title</b>	Personal Assistant to the Archdeacon of Middlesex
<b>Reports to</b>	Archdeacon of Middlesex
<b>Team</b>	Kensington Team
<b>Directorate</b>	Parish Area Support (Kensington Area)
<b>Location</b>	Flexible, but at least one day in Twickenham offices (Regal House) – and LDF minimum of 'in office' time (can include Causton Street working)
<b>Contract type</b>	Permanent / Four Days + One day for first 18 months
<b>Requirements</b>	No DBS required

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<b>Job Purpose</b>	To assist, organise, and co-ordinate the administration of the ADofM Office and support the ADofM in their role. This includes PA support to the ADofM in their role, as well as building collaborative partnerships with diocesan and Area teams, and supporting Area Deans, clergy, churchwardens, and other parish office holders, to help support effective local ministry and mission within the Archdeaconry and on behalf of the ADofM.
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<b>About the London Diocesan Fund (LDF) and the Diocese of London</b>	The Diocese of London is the group of Church of England organisations located in London north of the River Thames. The Diocese is overseen by the Bishop of London, assisted by Area Bishops, Archdeacons and senior staff, and administrated by the staff of the London Diocesan Fund (LDF).  Kensington Episcopal Area (which is also the Archdeaconry of Middlesex) is led by the Bishop of Kensington, The Rt Revd Dr Emma Ineson, and covers the western part of the diocese and has a population approaching one million with communities of high-density inner-city housing, luxury mansions and everything in between. It is also ethnically diverse, embodied in flourishing parish churches worshipping together in a variety of languages. The Area includes around 90 parishes, 150 paid (stipendiary) clergy, and around 16,000 regular congregation members.
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The London Diocesan Fund (LDF) is the charity which provides local clergy for parishes, their housing, and which employs staff to serve and resource those parishes through central and Area support teams.

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<b>Our Vision, Values, Ambitions and Priorities</b>	<p><b>Vision:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Values:</b> <i>Confident, Compassionate, Creative, Connected</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>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.</i></p>
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**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.

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**Safeguarding Statement** The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

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<b>Job Scope</b>	Direct and indirect reports	None
	Budget responsibilities	ADofM office budget and AD's Discretionary Fund
	Revenue responsibilities	None
	Key Relationships	Archdeacon of Middlesex; Bishop of Kensington; Parish clergy and PCC members; Area Team; Parish Property Support team; Parsonages Team; Diocesan Finance Team.

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<b>Job Responsibilities</b>	<b>PA duties</b>
	<ul style="list-style-type: none"><li>• <b>Communication</b> across a wide range of media including email, telephone and mail. Interacting appropriately with enquiries from a variety of external and church sources; preparing mailings; writing on behalf of the Archdeacon or preparing drafts; flagging messages or issues for the AD's attention.</li><li>• <b>Diary planning</b> for events, projects and day-to-day time management; assisting with travel arrangements, visits and services.</li><li>• <b>Meeting preparation</b> with papers and briefing notes for the AD; coordinating venues, invitations, and recording attendance at meetings chaired by the AD and taking minutes as necessary.</li><li>• <b>Event organization</b>, including Churchwarden admissions, Common Fund, training of PCC members.</li><li>• <b>Record-keeping</b> and maintaining databases, records, and filing.</li><li>• <b>Kensington Team cover</b> on occasion for events and when colleagues are absent, receiving visitors to Dial House (Area Office) and offering hospitality as appropriate.</li><li>• <b>Flexibility</b> to undertake other duties as directed by the AD which are commensurate with the role in order to support them in their ministry.</li><li>• <b>Safeguarding</b> - Undertaking appropriate safeguarding training and knowing when to refer calls to the Safeguarding Team.</li></ul>

### **Church Buildings**

- Point of contact and first advice/signposting for parishes considering building works and maintenance, to ensure that appropriate permissions are obtained
- Letters of Instruction to Inspecting Architects for Quinquennial (QQ) surveys of church buildings; liaise with parishes and property team for appointment of inspecting architects; Read reports, consolidate and provide a quick actions list for AD and parish; QQ follow-up with parishes offering support and signposting.
- Coordinating with the Registry (diocesan legal team) to pilot a new streamlined process for gaining “License under Faculty” (permission to rent parts of a church building) to parishes in 2026.

### **Triennial Visitations**

- Coordinating Area Deans, following up their reports and supporting parishes with recommendations.
- Setting up Visitations carried out by the AD, reading and collating reports, chasing late providers and preparing paperwork for visits.
- Staying on top of relevant charity and church rules for parishes

### **Clergy Recruitment**

- Liaise with Bishops office and Director of Mission regarding status of vacancies, updating the master spreadsheet
- Co-ordinate the ADofM responsibilities with the Property team, arranging visits relating to clergy housing.

### **Finance**

- **Area Finance Group** – provide administrative support to the Area Finance Group (Chaired by the AD)
- **Archdeacon's Discretionary Fund** - co-ordinate payments and reconcile with the Area budget
- **AD's Expenses** – oversee AD's Office Expenses

### **Support to Area Office**

- **Area Team** – attending Area Team meetings, helping with Area events, conferences and training days; assisting other members of the Area team (especially the Bishop's PA) in general administration duties.

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Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<b><i>Education and experience</i></b>		
	Educated to A-level or equivalent		X
	Experience of working in church administration		X
	Experience working as a PA	X	
	Experience working with budgets and costs		X
	Experience of working remotely		X
	<b><i>Knowledge and skills</i></b>		
	Efficiency in administration	X	
	Proficient with MS365 and adept at learning new IT skills	X	
	Ability to prioritise and work at pace	X	
	Relationally intelligent and able to handle conflict	X	
	Some understanding of CofE structures		X
	Interest in learning about the legal structures for charities and churches	X	
	<b><i>Other requirements</i></b>		
	Empathetic to the mission and values of the CofE	X	
	Willingness to be part of team meetings where there will be prayer and conversation around personal faith (though personal participation will not be required)	X	
	Right to work in the UK	X	

Person Specification – Competencies and Behaviours	
<b>Focus on Self</b>	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
<b>Focus on Others</b>	Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments and speak in 'Plain English', avoiding or explaining jargon that is used
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Works as a supportive team member, shares information and acknowledges the contribution and support of others

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Team</b>	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices
	Understands and adheres to safeguarding and safer churches policy and procedure
<b>Focus on Service</b>	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
<b>Aligns with organisation</b>	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

*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.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date