

Role Profile

Office Administrator & PA to Archbishop of Canterbury including management of Old Palace

Employer:	The Church Commissioners, on behalf of the Bishop of Dover
Job Title:	Office Administrator & PA to Archbishop of Canterbury including management of Old Palace
Salary:	£23,500 per annum pro rata (£11,750 per annum)
Location:	The Bishop's Office at The Old Palace, The Precincts, Canterbury
Responsible to:	The Bishop of Dover
Contract type:	Permanent Part-Time 17.5 hours per week 0.5FTE
Key Relationships:	The Bishop of Dover & other staff in the bishop's office; The Archbishop of Canterbury, his/her household and staff at Lambeth Palace; The Archdeacons and their PAs; The Diocesan Secretary and other staff at Diocesan House; The Dean and Chapter; The Registrar and other post-holders; Church Commissioners Property Team.

Introduction

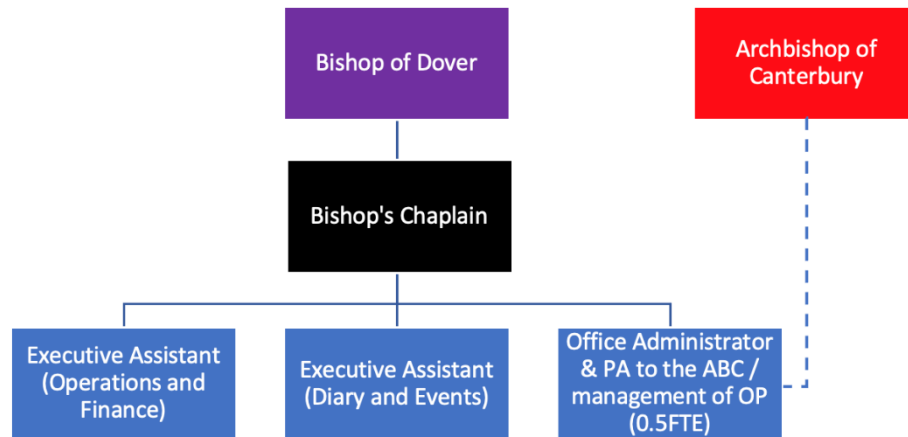
The Old Palace is the Canterbury home of the Archbishop of Canterbury (ABC) and family. The Bishop's Office, based in the Old Palace, in the precincts of Canterbury Cathedral, acts as the central office for the work and responsibilities undertaken by the Bishop of Dover as well as the Diocesan responsibilities of the ABC. The office's work is diverse with a range of competing and changing needs depending on events within the local, national or global church. Its principal tasks are:

- (i) to support the ministry of the Bishop of Dover through a highly effective and efficient administrative function. This role will help enable that ministry by providing administrative support to all elements of the office work.
- (ii) to manage the administration process relating to those seeking Permission to Officiate: retired clergy and other non-licensed ministers seeking to serve in the diocese.
- (iii) to provide general administrative, facilities and practical assistance to the Old Palace. Much of this work will be cyclical and associated with the needs of the archbishop's household including especially when the archbishop is in residence.

Accountability and Collaboration

Formally responsible to the chaplain to the Bishop of Dover, on a day-to-day basis the post holder works closely with the team (chaplain and administrative staff) and is overseen by the chaplain. It is essential that the Office Administrator establishes good working relationships with the wider diocese (Area Deans, Diocesan House, Bishop's Senior Staff and their office staff, the cathedral office and those working remotely).

Structure of the Bishop's Office



Key Tasks

Any given day is varied and therefore likely to produce a range of demands both foreseen and unforeseen; the Office Administrator & PA to Archbishop of Canterbury needs the flexibility and initiative to respond appropriately as and when matters arise. The following are, however, the focal responsibilities of the role:

Archbishop of Canterbury and Old Palace

1. Be a key point of liaison for members of the Archbishop's household and assist with the preparation of the Old Palace to help oversee all elements of opening up and close down procedures covering periods of household residence.
2. Be prepared to adapt hours and work extra when the Archbishop is working in Canterbury.
3. Act as the local point of contact for the Archbishop's staff and household to assist them with administration, the sharing of local information and guest catering arrangements when the Archbishop is (or is due to be) in residence.
4. Liaise with key contacts to help facilitate visits and guests to the Old Palace working with contacts at the Cathedral, Diocese, Cathedral Lodge and the Cathedral Constabulary.
5. Oversee the diary for the Old Palace liaising with Lambeth Palace, the Bishop's Office, the Church Commissioners and contractors to schedule maintenance visits and regular upkeep arrangements.

The Bishop's Office

6. Provide administrative support to the work of the office as required, in particular with relation to the work of the Bishop's two EAs and the Chaplain to the Bishop.
7. Assist with the maintenance of highly effective electronic and paper filing systems, data, databases and other records storage in line with Safeguarding and GDPR principles.
8. Prepare, process and monitor records and applications regarding the Permission to Officiate arrangements.
9. Assist, as requested, in arrangements for various meetings and social events including official hospitality and sharing in the welcoming of visitors to the Bishop's Office.
10. Build excellent working relationships with all those with whom the Bishop's Office comes into contact by responding to a wide range of enquiries in a warm and friendly manner either in person or by directing enquirers to the appropriate sources of information.

11. Assist with the improving ways of working and consistent information flow including liaising with the Bishop's Office team, Diocesan Offices, Lambeth Palace other Bishops, dioceses, and clergy nationally; the Bishoprics and Church Commissioners.

Other:

12. Undertake other appropriate duties as commensurate with the role as required.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification:

Essential

- Proven interpersonal skills with the ability to quickly establish and maintain excellent working relationships with officers/post holders and a wide range of people.
- An understanding of the importance of following accurate set legal and formal procedures
- Good IT skills.
- Demonstrates thinking ahead, managing time, priorities and developing structured and efficient approaches to deliver work on time and to a very high standard.
- Ability to work calmly under pressure and solve problems efficiently and effectively.
- Efficient and quick at dealing with requests.
- Able to work flexibly, both in terms of time and responsibilities.
- Strong communication skills, both oral and written.
- Proven ability of working effectively as part of a team.
- Ability to maintain a high degree of confidentiality.
- Good interpersonal and diplomatic skills, with the ability to deal with people of all levels with confidence and respect.
- Excellent prioritisation skills.
- To be a person in sympathy with the mission and ethos of the Christian Church, the Church of England, the Diocese of Canterbury and the vision and values of our church schools.

About the Diocese:

The Diocese of Canterbury is the oldest diocese in England, stretching from Maidstone to Thanet, the Isle of Sheppey to the Romney Marsh. We have 350 miles of coastline with historic ports and seaside resorts, alongside rural communities, market towns and commuter-belt urban developments. Affluent areas often sit alongside pockets of major deprivation, offering an exciting and challenging mission context.

At the heart of all we do is a vision of transformation for ourselves and our communities: no one can encounter God and remain unchanged. In the Diocese of Canterbury, we want to increasingly become a Christian community transformed through encounter with Christ, growing and overflowing to transform and bless the families, homes and communities we serve: Changed Lives - Changing Lives.

About the Archbishop of Canterbury:

The ABC is the Bishop of the Diocese of Canterbury, the Metropolitan (senior) Bishop of the Province of Canterbury (29 Dioceses), the Primate of All England (senior Bishop) and the senior Bishop of the global Anglican Communion (AC). The AC is about 80 million people in 165 countries comprising 5 global regions and 41 Provinces each with a Primate. Its typical member is a woman in the global south on less than US\$4 per day, and likely to be in a zone of conflict and/or persecution. The ABC is also the senior non-Royal in England and the senior person in Parliament. S/He has significant responsibilities

internationally. The See (Diocese) of Canterbury is the Mother See of the AC, and is looked to as a major Christian centre.

The Old Palace has been the home of the ABC when in Canterbury since the 10th Century. The household may be at the Old Palace for 60-80 days a year (about 20 weekends; a week or 10 days around Christmas and also Easter; overnight with groups of 10-12 people at other times; and one or two weeks working there). The ABC may also holiday there. Work there will vary but will normally include significant entertaining.

Once every few years (about 10) the Lambeth Conference will take place in Canterbury with up to 700 Bishops and their spouses. The next Conference is July 26th – August 7th 2022.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal.

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by the Bishop's Office, Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Bishop's Office records and information.