



Diocese of Coventry

**Worshipping God  
Making New Disciples  
Transforming Communities**



**ADMINISTRATIVE ASSISTANT  
TO THE ARCHDEACONS' TEAM**

35 hours per week  
£22,749 per annum + staff pension scheme

The Diocese of Coventry is a forward thinking Diocese within the Church of England. The Archdeacons' are senior leaders within the Diocese, and with their teams are responsible for delivery of the 8 Essential Qualities and the Diocesan Mission Purpose:

Worshipping God  
Making New Disciples  
Transforming Communities

This role will include administrative support for:

- Church Engagements.
- HR and clergy appointment processes.
- Healthy Churches Team.

We welcome applications from people who can demonstrate:

- Experience in supporting senior/strategic leaders in an operational and administrative capacity.
- Excellent organisational and communication skills verbally and in writing.
- Building and sustaining positive working relationships with stakeholders, contacts and colleagues.
- Empathy and accurate listening skills.
- Attention to detail and a completer finisher.
- Commitment to supporting a Christian context.
- Reliability, self-motivation, pro-active, problem solving.

The job description, person specification, and application form can be found on our website at [http://www.dioceseofcoventry.org/vacancies/current\\_vacancies](http://www.dioceseofcoventry.org/vacancies/current_vacancies)

The closing date for applications is: 12 noon, Friday 25<sup>th</sup> May  
Interviews and tests will take place on Wednesday 6<sup>th</sup> June

Informal conversations welcome: PA to the Archdeacons, Yvette McDonald, on 02476 521337 ([Yvette.McDonald@CovCofE.org](mailto:Yvette.McDonald@CovCofE.org)) or Archdeacon Missioner, The Venerable Morris Rodham on 07506 731 892 ([Morris.Rodham@CovCofE.org](mailto:Morris.Rodham@CovCofE.org)), or Healthy Churches Development Mentor, Revd Tim Mitchell, on 07496 821460 ([Tim.Mitchell@CovCofE.org](mailto:Tim.Mitchell@CovCofE.org))

Please send completed application forms by email to: [ryan.finnegan@covcofe.org](mailto:ryan.finnegan@covcofe.org)