

JOB DESCRIPTION FOR:

Administrative Assistant to the Archdeacons' Team – Diocese of Coventry

Document issue date:	18 April 2018
Location:	Coventry Diocesan Offices, with occasional travel required throughout the Diocese and beyond.
Salary:	£22,749 per annum.
Hours:	35 hours per week. Monday to Friday with occasional early morning and evening work required; and very occasional weekends.

Background to Post

The Diocese of Coventry is a forward thinking Diocese within the Church of England. There are over 240 churches within the Diocese, which has a Mission Purpose of: Worshipping God, Making New Disciples and Transforming Communities. We aim to achieve this by the delivery of 8 Essential Qualities (8EQs) in the lives of the churches and organisations across the Diocese (see further <http://www.dioceseofcoventry.org/healthychurches>).

The Archdeacons' are senior leaders within the Diocese, and with their teams are responsible for delivering core aspects of the Diocesan Mission Purpose and strategy. There are two Archdeacons' – Archdeacon Pastor and Archdeacon Missioner, assisted by an Assistant Archdeacon. They are assisted by:

- PA (FT), who provides administrative support to the Archdeacons
- Administrative Assistant, who provides administrative support to the Archdeacons' team primarily in relation to Clergy Appointment Processes, and administrative support to the Healthy Churches Team.

All of these people work as a team, with an excellent dynamic - praying together, laughing together, supporting and encouraging one another, and doing our best to enable each other to fulfil our roles. The Administrative Assistant is a valuable part of this team, whose positive presence will also contribute to the overall flourishing of other people and teams working within the same office area.

Role Purpose:

The role of the Administrative Assistant to the Archdeacons' Team will be to help both Archdeacons and the Assistant Archdeacon to fulfil their roles, in delivering the Diocesan Mission Purpose and 8EQs as effectively as possible by covering some delegated operational and administrative aspects of their work, through the line-management of the Archdeacons' PA.

Key Relationships:

The most important relationships will be with the Archdeacon Missioner, Archdeacon Pastor, Assistant Archdeacon and the Archdeacons' PA. The Archdeacons' PA will be responsible for the welfare and ongoing support and mentoring of the Administrative Assistant to the Archdeacons' Team.

Other essential relationships include the Diocesan Secretary, Registrar, Bishop's Core and Extended Staff Teams, administrative staff in Bishop's Houses, Diocesan and Cathedral Office Staff, Area Deans, Diocesan Clergy and Churchwardens.

Main Responsibilities:

- **Church Engagements.**
 - **Church Services.** Liaising with churches over spiritual engagements of Archdeacons, and briefing Archdeacons on what is required.
 - **Archdeacons' Visitations.** Working with Archdeacons and Area Deans, to plan all aspects of Visitation Services, including venues, worship, music, liturgy, registers of attendance, ensuring all Churchwarden Declaration Forms are received, etc. Also ensuring that all parishes complete an 'Articles of Enquiry' form each year and putting into parish database, drawing any particular issues mentioned by churchwardens to the attention of the Archdeacons.
 - **Licensing Services.** To ensure all aspects of licensing services conducted by Archdeacons, including production of liturgy and requirements for licenses, are met.
- **HR.** To provide support to the recruitment of priests to parochial appointments, including:
 - Liaising with churches in interregna
 - Ensuring the smooth running of all administrative aspects of the clergy appointment process
 - Advertise parochial vacancies through external agencies, the diocesan website and the diocesan news bulletin
- **NCD Support.** To provide administrative support to the NCD (Natural Church Development) and Acceler8 Teams. Acceler8 is a project related to delivery of the 8EQs of NCD across the Diocese, and mission and ministry with 20s-30s. Support will include:
 - Creating and keeping updated a database of all parishes, with associated information from NCD surveys, visits, invoicing etc.
 - Inputting data from parish questionnaires into the computer, and sending results to relevant Healthy Churches Mentors.
 - Updating the Healthy Churches website and assisting with Social Media and publicity.
- **Meetings.** Arranging various multi-agency or multi-personnel meetings, including welcoming and greeting visitors, preparing and clearing of rooms, production of liturgy and worship where appropriate, and providing/arranging refreshments/catering as necessary.
- **Triennial inspections.** Ensuring all legal inspections of inventories etc. are undertaken by parishes and checked appropriately.
- **Daily Administrative Tasks.**
 - Troubleshooting and solving problems to assist the Archdeacons' Teams
 - Ensuring electronic and paper filing is kept updated.
 - Incoming/outgoing post.
 - Other reasonable duties commensurate with the post.

Monitoring and Evaluation

- The Administrative Assistant to the Archdeacons' Team will participate in reviews of progress every 6 months and an annual appraisal.

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
Qualifications			
Grade C GCSE (or equivalent) in English and Maths	√		AF
Experience			
Supporting senior/strategic leaders in an operational and administrative capacity, including arranging and preparing for meetings, accurate note/minute taking, and diary management (all computer based).	√		AF
Letter and e-mail writing with sensitive and confidential subject matter.	√		AF/Test
Problem solving.	√		AF/Int
Working on own initiative and as part of a team.	√		AF/Int
Handling complaints calmly and effectively.	√		AF/Int
Committed member of and volunteer within a local church.		√	AF/Int
Knowledge of Church of England structures, processes and procedures.		√	AF/Int
Skills/Abilities			
Excellent organisational and communication skills verbally and in writing.	√		AF/Test/Int
Ability to meet deadlines and prioritise tasks including when under pressure.	√		AF/Test
Use of IT, especially MS Office.	√		AF/Test
Can build and sustain positive working relationships with stakeholders, contacts and colleagues.	√		AF/Int
Pleasant and efficient telephone manner, with ability to calm people/situations down.	√		AF/Int
Empathy and accurate listening skills.	√		AF/Int
Attention to detail and a completer finisher.	√		AF/Test/Int
Simple data entry and analysis.	√		AF/Test/Int
Ability to travel throughout the Diocese in own transport, and occasionally nationally.	√		AF
Personal Qualities			
Committed to supporting the 8 Essential Qualities in a Christian context.	√		AF/Int
Warm, pleasant, approachable, and calm, including when under pressure.	√		AF/Int
Reliable, self-motivated and motivating, pro-active, problem solving.	√		AF/Int

Further details and application form are available from
http://www.dioceseofcoventry.org/vacancies/current_vacancies

Please send completed application forms by email to: ryan.finnegan@covcofe.org

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

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