**Job description**

**Title:** Administration Support Cover fixed term contract

**Salary scale:**  £15,640 pa

**Hours**:28hours per week (Mon – Thu) with some flexibility

**Accountable to:** Executive Assistant to the Bishop of Liverpool and the Senior PA to the Archdeacons

**Location:** The role will be based at St James’ House although there may be occasions when working from the Archdeacons’ home may be required.

**Job Summary:**

The purpose of this role is to provide secretarial and administration support to the Archdeacons in conjunction with the Senior PA. All tasks are to be carried out with the utmost discretion and with a very high regard for confidentiality.

**Equality, Diversity and Inclusion**

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

**Key responsibilities include:**

1. Working with the Senior PA to the Archdeacons, to provide secretarial and administrative support that the Archdeacons need to fulfil their ministry. Such work will be delegated by the Senior PA.

2. Ensuring that the Archdeacons diaries are properly managed, according to the priorities agreed with the Archdeacons and with the Senior PA. Arranging, co-ordinating and setting up meetings.

3. Preparing and collating paperwork to support the work of the Archdeacons. Such work will include the Archdeacon’s Parish Reviews, Stats for Missions and Visitations.

4. Dealing with any incoming enquiries received by mail, e-mail and telephone calls and being able to respond according to agreed guidelines.

5. Preparing, collating and submitted the monthly expenses claims for the Archdeacons.

6. To be able to deal sensitively and responsibly with some stressful and difficult phone calls and approaches.

7. Meet and greet visitors at all levels of seniority both within and outside the church and liaise with senior clergy, colleagues, departments within SJH and external suppliers as and when required.

8. To make arrangements for any hospitality offered by the Archdeacons and to assist with it.

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

**About the Diocese of Liverpool**

The Diocese of Liverpool is the Church of England in a corner of the north west with churches from Southport to Widnes; Wigan to Warrington and throughout the city of Liverpool all working their hardest to fulfil our vision of asking God for a bigger church making a bigger difference with more people knowing Jesus and more justice in the world.

As we work towards that vision we have four priorities

1. Introducing people to Jesus
2. Deepening discipleship
3. Developing Christian leaders
4. Working for justice

The diocesan offices provide essential support services to our parishes with many specialist staff offering expert support to our frontline parishes. We have a reputation for being a creative organisation securing national church backing for a range of innovative projects.

We are a small, supportive team offering a flexible approach. We have adopted a hybrid model balancing office based with home-based working. We are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. Diocesan staff have a strong working relationship with Liverpool Cathedral and our offices sit in the shadow of this magnificent iconic building.

For more information visit our website [www.liverpool.anglican.org](http://www.liverpool.anglican.org)

**Liverpool Diocese Values**

Our values underpin the culture of working for the Diocese of Liverpool at St James House.

Our values are:

**Dynamic:** This means we are creative, open minded and willing to adapt for the good of the

organisation. We make things happen, embrace and drive change and do great things with enthusiasm, passion and enjoyment.

**Respectful:** This means we respect and value the contribution of all colleagues and treat each

other and those we serve with respect, courtesy and warmth. We try to respond

promptly and appropriately to requests from others

**Professional:** This meanswhat we do, we do well and perform to the best of our ability, ensuring

our knowledge is kept up to date. We demonstrate a ‘can-do’ attitude and take

ownership of issues, aiming to exceed expectations

**Collaborative:** This meanswe willingly share ideas, knowledge, expertise and experience and seek

to understand and work with other teams. We help, support and guide each other, believing we do it better together.

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience** |  |
| Proven experience of working as a PA / Secretary |  |
|  |  |
| **Knowledge & Skills** |  |
| Extensive knowledge of the Diocese of Liverpool would be an advantage for this role so that work can be handled proactively and efficiently in the absence of the Archdeacons.  |  |
| Excellent communication skills with an ability to engage with people effectively at all levels |  |
| Operational ability to use Microsoft office packages and in using complex Excel databases |  |
| Ability to take minutes and produce written material accurately and quickly |  |
| Demonstrates excellent presentation, layout and accuracy in text production |  |
| **Personal Qualities** |  |
| Have an ability to handle a range of diverse tasks and prioritise according to demands |  |
| Pays close attention to detail |  |
| Ability to deal with personal information maintaining strict confidentiality |  |
| Works well within a team environment |  |
| Ability to work flexibly according to the demands of the role |  |
| Demonstrates a friendly, sensitive, co-operative and diplomatic manner |  |
| Ability to remain calm under pressure |  |
| **Qualifications** |  |
| Good numeracy and literacy skills (GCSE Maths and English grade C or above or an equivalent) | PA / Secretarial qualification |
|  | Educated to A’ level standard |
| **Work Related Circumstances** |  |
| Flexibility to work in 3 different locations | Demonstrates a working knowledge of the structures, faith, worship and mission of the Church of England |
|  |  |

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.**