

PERSONAL ASSISTANT TO THE ARCHDEACON OF BOURNEMOUTH

Job Description

Accountable to: The Archdeacon of Bournemouth

Main Purpose: The role of the Personal Assistant is to support and enable the Archdeacon to carry out her duties. It is essential that the post holder is committed to working closely with the Archdeacon, anticipating the requirement for support, representing her to relay her advice/instruction when necessary and able to appropriately challenge and be a confidant. This is achieved by ensuring that her time is used to best effect by proactively undertaking a range of personal assistant tasks. To be effective in the role, the Personal Assistant will need to apply an excellent standard of organisational and communication skills and a high level of self-motivation, commitment and emotional intelligence.

The PA will also work collaboratively with colleagues including the PA to the Archdeacon of Winchester, the PA to the Bishop of Southampton, the PA to the Bishop of Winchester and the Clergy Appointments Assistant, to deliver high quality administration support along with consistent application of processes and coordination of diaries.

Hours: Part-time 18 hours per week (Worked over Monday to Thursday)

Salary: £32,117 full-time pro rata, approx. £16,517 for part-time hours

Location: Old Alresford Place, Old Alresford, SO24 9DH

Terms: Permanent, subject to a six-month probationary period

Key Relationships: PA to the Bishop of Southampton, PA to the Bishop of Winchester, the Clergy Appointments Assistant, Archdeacon of Bournemouth, Archdeacon of Winchester, Assistant Archdeacon of Winchester, the Bishops of Winchester, Basingstoke and Southampton and the Bishop's Chaplain, Parish Support Manager and Pastoral Secretary

Context:

The Diocese of Winchester has over 360 church buildings, and 250 parishes, with many more worshipping communities. There are chaplaincies operating in schools, universities, hospitals, prisons and other institutions and organisations across the area of Hampshire and East Dorset which is covered by the diocese. Also included are over a hundred Church of England primary schools. Every parish in the diocese is encouraged to develop a Mission Action Plan which sets out the way in which the church in that local area will engage with and support the community in which it is situated – with parishes offering everything from parent and toddler groups and “Messy Church”, to street pastors and support for night-shelters and refugees.

The Archdeacon shares in the bishop’s ministry of mission, pastoral care, worship and teaching, ensuring that all ecclesiastical duties are diligently performed and bringing to the bishop’s attention what calls for correction or merits praise. The archdeacon also represents the Diocesan bishop in the resource management, financial and organisational structures of the Diocese.

The Archdeacon works collegially with colleagues, lay and ordained, and closely with area deans to nurture and strengthen the foundations of the Diocese’s work to enable mission, leadership and growth in the Diocese.

In the close-knit office team, roles overlap and co-operation is required between all staff members. All staff play their part in offering hospitality to visitors and responding to queries. Nonetheless, within the team each person has a distinct role and responsibilities and takes a lead in specific areas.

Main duties and responsibilities

The Personal Assistant to the Archdeacon of Bournemouth is required to support and enable the Archdeacon to carry out her purpose. It is essential that the post holder is committed to building a relationship with the Archdeacon and learning about her role, the way she prefers to work, as well as developing an understanding of the mission, ministry and priorities of the Diocese along with an understanding of the systems, structures and terminology of the Church of England. The post holder will need to develop an intuitive ability and knowledge to help the Archdeacon with prioritising her extensive workload and develop relationships with clergy and laity in parishes.

1. Be the first point of contact for those engaging with the Archdeacon; ensure that, when appropriate, enquiries are directed to the appropriate department (this will require the post holder to develop a detailed knowledge of the range of work and priorities across all departments). Handle all enquires promptly and professionally. This requires the post holder to handle incoming postal and email correspondence, responding to or drafting responses on behalf of the Archdeacon as required.

2. Ensure that responses or actions are managed and concluded. This will require the post holder to check in regularly with the Archdeacon, keep her up to date, copy her into emails, contact people on her behalf and/or ensure that other executive officers are managing requests on behalf of the Archdeacon.
3. Develop and maintain effective and efficient administrative operating processes that are consistently applied, paying attention to any existing protocols or policies. In particular, establish and maintain effective and efficient systems of work-flow management to ensure excellent responses to enquiries and monitoring of work in progress. Develop and maintain the Archdeacon's area of the electronic archiving and data management system ensuring that information is effectively stored and accessible.
4. Manage the Archdeacon's appointments diary and schedule, ensuring that appointments are in line with the Archdeacon's priorities; keep the Archdeacon updated. In particular it is important to ensure that the Archdeacon is accessible whilst carefully managing her time. Supportive documentation, information and briefings must be compiled quickly, be succinct and properly researched – accuracy of information is of paramount importance. For engagements that require the Archdeacon to attend in the evening or weekend the PA should ensure alignment with work and personal diaries.
5. Review and format all forms of documentation as needed for the Archdeacon.
6. Organise travel and prepare travel itineraries, mainly on the UK. Consider how the Archdeacon's time might be maximised whilst travelling. For instance, ensure she has documents available to her, she has access to internet and that however complex, her travel arrangements can be changed as necessary. Be prepared on occasions to travel with the Archdeacon to make maximum use of the time available.
7. Plan, organise and manage meetings including preparation of papers, presentations and writing minutes or meeting notes. Attend some meetings to take minutes.
8. Prepare expense claims and maintain finance records. Provide formal financial reports as necessary.
9. Working with the Diocesan Operations Team, ensure that the Archdeacon's mobile IT facilities are effective and efficient. Keep abreast of the latest technology and technological changes implemented by the diocesan team and quickly master them.
10. Proactively build and nurture working relationships with colleagues and teams within the various offices; in particular to ensure a good working relationship with other PA's and executive officers. Work in close association with, the Diocesan Bishop's Office, the Diocesan Secretary's PA and colleagues in the Diocesan Office.
11. Work in collaboration with the PA to the Archdeacon of Winchester to organise the annual Archdeacon's Visitation services for the admittance of churchwardens.

12. Work in collaboration with the PA to the Archdeacon of Winchester and Parish Support Administrators to ensure that the annual Parochial Visitations are completed.
13. Work in collaboration with the Clergy Appointments Assistant on all matters relating to the recruitment of clergy, for example carry out some preparation for the Archdeacon's Church Warden visit to a benefice.
14. Assist, when appropriate, with the planning, coordinating and organising of projects. Plan, organise and manage occasional events including assisting with hospitality.
15. Provide administrative support in procedures governed by measure, for example, grievance, capability and discipline.

Person specification

Education and qualifications

Educated to at least 'A' level or equivalent standard

It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:

- a. Equality and Diversity
- b. GDPR
- c. Fire Safety Awareness
- d. DSE for Home workers/office workers
- e. First Aid refreshers
- f. Office Health and Safety

Personal effectiveness:

- Administratively efficient
- Able to prioritise effectively
- Pay close attention to detail
- Use their own initiative
- Has a flexible approach to work, able to adapt and change practices and processes in a rapidly changing organisation
- Work collaboratively
- Takes on responsibility and accountability for tasks and actions
- Take a practical approach to tasks
- Creative and solution-orientated
- Stay calm under pressure
- Able to operate with a degree of ambiguity
- Work well in a team with shared responsibilities and overlapping roles

Communication:

- Establish and maintain excellent working relationships with colleagues and other contacts

- Have a polite, helpful manner
- Communicate effectively with people at all levels, both inside and outside the organisation
- Demonstrate excellent presentation, layout and accuracy in text production
- Able to draft or adapt letters as appropriate
- Maintain strict confidentiality
- Use diplomacy and sensitivity

Administration:

- Have an excellent standard of literacy
- Have a good standard of numeracy
- Take a proactive approach to the Archdeacon's time management
- Manage work flow flexibly to prioritise tasks in order to meet deadlines
- Follow office procedures
- Have an aptitude for developing and reviewing office systems in response to changing demands and the availability of new technology
- Competent in managing own workload and effectively delegating to and supporting others with their workloads
- Committed to own personal development and encouraging others in their development

Knowledge:

- Able to learn and apply new technologies quickly
- Proficient in the use of Microsoft Word, Outlook, and Excel, and willing to learn other Office 365 applications
- Have experience of or be willing to learn financial record keeping and online banking
- Experienced in managing a varied workload efficiently
- Capable of undertaking internet-based research and presenting a summary of findings

Other

- Confidential and able to handle sensitive information.
- An understanding of and a commitment in principle to the Church's ministry and mission is essential.

This job description and person specification is not an exhaustive list of tasks and responsibilities.

NOTES

The following general principles should be noted:

- a) This role will be based at The Diocesan Office, Old Alresford Place, Old Alresford SO24 9DH.
- b) The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese. Willing to learn, the systems, structures and terminology of the Church of England
- c) This is a part-time post (18 hours per week) worked Monday to Thursday. Some evening and weekend work may be required, with notice.
- d) The role holder will occasionally be required to travel about the diocese, often to remote locations, having access to one's own transport will be essential. The role holder must hold appropriate business use car insurance.
- e) The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary & Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

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