



The Diocese of Derby Board of Finance Limited
Personal Assistant (fixed term) to
the Archdeacon of Derbyshire Peak & Dales

Job Specification

DEPARTMENT:	Archdeacons' Office
LOCATION:	Church House, Full Street, Derby
ACCOUNTABLE TO:	Archdeacon of Derbyshire Peak & Dales
SALARY:	£13,374 per annum (20 hours)

Context:

The Diocese of Derby consists of the County of Derbyshire except for a small area in the north, and a small area of Staffordshire.

Within the Diocese there are three Archdeaconries, each served by an Archdeacon. There are 8 proposed Deaneries, 255 parishes and 330 church buildings served by approximately 135 paid clergy. There are also 111 church schools within the Diocese.

The Archdeacons work closely with the Diocesan Bishop, the Bishop of Repton and members of the Senior Leadership Team. Each has a Personal Assistant to support them in the secretarial and administrative aspects of their work.

Purpose of the role:

To provide effective secretarial and administrative support to the Archdeacon of Derbyshire Peak & Dales to ensure the smooth running of their office.

Responsibilities:

- To maintain the work diary of the Archdeacon, planning and negotiating appointments and dates on an annual/monthly/weekly/daily basis. This will on occasions include the co-ordination of specific events.
- To provide a discreet, courteous, and efficient first point of contact for all communications receiving and prioritising telephone calls and mail (including emails), ensuring queries are dealt with efficiently, giving information, initiating action, drafting responses or redirecting/liasing with the other PAs as appropriate.

- To maintain the office filing system and keep it up to date in line with the requirements of the Data Protection Act as it applies to the Archdeacons' files.
- To archive data (including emails) by sending files to the archive in accordance with diocesan policy.
- To maintain the Archdeacon's expense account.
- To arrange and attend meetings, when necessary, in support of the Archdeacon and where appropriate take minutes.
- To liaise with clergy, church leaders, other senior office holders, public bodies, and members of the public and to coordinate visits on behalf of the relevant Archdeacon.
- To progress and manage with direction from the Senior PA, all the vacancy procedure, arranging meetings drafting correspondence using own initiative and judgement when dealing with the vacancy process to ensure the smoothing running of vacancy campaigns.
- To research material for presentations/reports and to prepare audio-visual materials and spreadsheets to support the work of the relevant Archdeacon.
- To progress arrangements relating to all aspects of the Archdeacons' work and keep records as required.
- To receive and entertain visitors in a hospitable manner, making tea and coffee.
- To assist the Senior PA in Archdeacons Visitations process.
- To liaise with Area Deans and clergy as appropriate knowing when to refer matters to the relevant Archdeacon.
- Any other duties commensurate with the post.

General Information About the Role:

The post holder will play an important role in being the first point of contact for anyone contacting the Archdeacons' office, and as such will need to demonstrate the ability to relate to people across the whole social spectrum and to put people at their ease as well as the ability to show pastoral sensitivity and tact where appropriate.

This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.

Qualifications, Knowledge and Experience

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Experience	<p>Experience of working in a busy office environment.</p> <p>A high level of IT knowledge – including experience of using Microsoft packages such as Word, Excel and PowerPoint. Office 365, One Drive and SharePoint.</p> <p>Experience of using standard office equipment such as photocopiers</p>	<p>Experience of working as a PA.</p> <p>Experience of the organisation/culture of the Church of England/Dioceses.</p> <p>Experience of minute taking.</p>
Qualifications and Training	<p>Good all-round general education to at least A Level or equivalent.</p> <p>Commitment to continued professional development.</p>	
Skills and Abilities	<p>Ability to work unsupervised, and on own initiative, as well as within the wider team.</p> <p>Excellent spoken and written communication skills and a professional telephone manner.</p> <p>Excellent organisational skills and attention to detail.</p> <p>The ability to prioritise and work efficiently under pressure.</p> <p>Ability to take minutes.</p>	<p>Ability to understand, use and where necessary translate the language and culture of the Church as appropriate to the circumstances.</p>
Personal Qualities	<p>Ability to relate to people across the whole social spectrum and put them at their ease.</p> <p>Ability to engender trust and demonstrate tact and diplomacy whilst maintaining confidentiality.</p>	
Circumstances	<p>Empathy with the Christian faith and a commitment to applying your professional knowledge with personal integrity to support the ministry and mission of the Diocese.</p> <p>Able to work flexibly within the requirements of the role.</p>	<p>To have an understanding of the Church of England and its aims.</p>

TERMS AND CONDITIONS:

The terms and conditions for this post are described below.

Employer	Diocesan Board of Finance Limited, Church House, Full Street, Derby, DE1 3DR
Line Manager	Archdeacon of Derbyshire Peak & Dales
Place of Work	Derby Church House/Home working in agreement with Line Manager
Salary:	£13,374 per annum – fixed term post
Working hours:	20 hours per week (over 5 days). Flexibility is required as there will be a need for occasional evening and weekend working.
Holidays:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrolment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9% of the gross salary will be paid into the pension fund and 1% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination	The appointment may be terminated by either party by one months' notice following the probationary period.

****PLEASE NOTE THAT THE ROLE IS OFFERED AS A FIXED TERM POST IN THE FIRST INSTANCE UP TO 31 March 2024.**

The expectation is that you will be working 3 days a week at Church House, Derby and then 2 days a week at home up to 31 March 2024.

From 1 April 2024, the Archdeacon of Derbyshire Peak & Dales will be relocating to Baslow. The PA role will also relocate and work 3 days a week at the Archdeacons Office in Baslow and 2 days at home.

****IF YOU ARE WILLING TO CARRY OUT THE ROLE FROM BOTH LOCATIONS THE ROLE CAN BE OFFERED AS A PERMANENT POST**

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