

PA to the Archdeacon of Derby City and South Derbyshire and Archdeaconry Administrator

Application Pack



The Diocese of Derby

The Church of England operates through 42 dioceses each under the leadership of a diocesan bishop.

The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

It is a diocese of great contrasts, with the beauties of the Peak District and the Derbyshire Dales and prominent rural life, the City of Derby, and East and South Derbyshire with both hi-tech design alongside established industry, and some very deprived areas within its urban and rural communities.

Within the diocese there are 235 parishes and 137 benefices as well as a number of other ministry contexts, around 300 church buildings served by approximately 120 stipended clergy, around 35 self-supporting ministers supported by over 190 clergy with a Permission to Officiate (PtO), over 130 Readers (licensed and with PtO) and hundreds of volunteers.

The Derby Diocesan Board of Finance (DDBF) employs around 50 people to resource the Diocese of Derby. There are also 111 church schools within the diocese, governed by the Derby Diocesan Board of Education (DDBE).



Diversity Statement

As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

The Diocesan Vision

The Diocesan Vision is:

THE KINGDOM OF GOD - GOOD NEWS FOR ALL

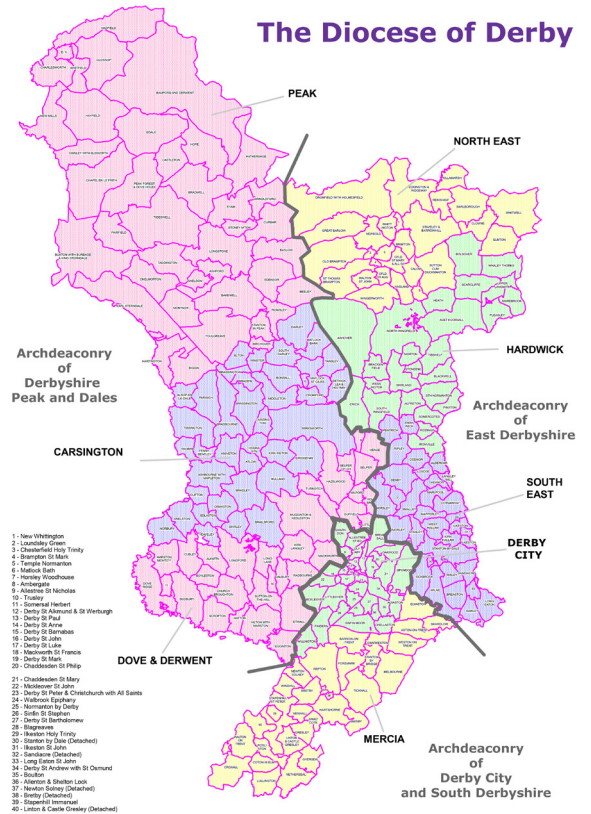
We believe that this vision can be achieved through our missional objectives of:

- Deepening our relationship with God
- Serving our local contexts
- Challenging injustice, and
- Making new disciples

In delivering these objectives we are committed to prioritising:

- Contexts of social and economic deprivation
- Becoming younger
- Becoming more diverse, and
- Being greener.

A significant programme of change will shortly commence to reshape culture, support transition, and enable effective delivery of diocesan strategic planning.



Context

Within the diocese there are three archdeaconries, each served by an archdeacon. There are eight deaneries, each led by an area dean.

Derby City and South Derbyshire Archdeaconry is primarily urban and is made up of two deaneries: Derby City Deanery and Mercia Deanery, covering the City of Derby and the rural and market town areas south of the city. The archdeaconry office is based at Derby Church House, Derby.

Derbyshire Peak and Dales Archdeaconry is primarily rural and is made up of three deaneries: Peak Deanery, Carsington Deanery and Dove and Derwent Deanery covering the west of the Diocese. The archdeaconry office is based in The Old Vicarage, Baslow.

East Derbyshire Archdeaconry is primarily post-industrial or emerging communities and is made up of three deaneries: North East Derbyshire Deanery, Hardwick Deanery and South East Derbyshire Deanery and covers the East of the diocese. The archdeaconry office is based at Derby Church House, Derby.

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 who also offers administrative support to the area deans within the archdeaconry, ensuring effective administration of the work of the deaneries.

Purpose of the role

To provide effective secretarial and administrative support to the relevant archdeacon and area deans.

Job Summary

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work.

Responsibilities of the Role relating to the Archdeacon

- Maintaining the work diary of the archdeacon, planning and negotiating appointments, setting up online meetings, ensuring paperwork for meetings is attached to the calendar.
- Organising and co-ordinating occasional events.
- Providing a discreet, courteous and efficient first point of contact for all communications receiving and prioritising telephone calls, mail and emails, ensuring queries are dealt with efficiently, giving information, initiating action, drafting responses or redirecting as appropriate.
- Maintaining the office filing system and keeping it up to date in line with the requirements of the Data Protection Act as it applies to the archdeacons' files.
- Archiving data (including emails) by sending files to the archive in accordance with diocesan policy.
- Maintaining the Archdeacon's expense account.
- Arranging and attend meetings, when necessary, in support of the Archdeacon and where appropriate taking minutes.
- Liaising with clergy, church leaders, other senior office holders, public bodies and members of the public and coordinating visits on behalf of the relevant archdeacon.
- Progressing and managing, with direction from the archdeacon, all the vacancy procedure, arranging meetings, drafting correspondence, preparing handouts, gathering statistical data, tracking progress.
- Progressing and managing, with direction from the archdeacon, all pastoral reorganisation processes, arranging meetings, drafting correspondence, preparing handouts, gathering statistical data, tracking progress.
- Progressing and managing, with direction from the archdeacon, the organisation and record keeping of the formal three-yearly visits shared between the archdeacon and the Deanery Leadership Team (church inspections).

Job Summary (continued)

- Researching material for presentations/reports and preparing audio-visual materials and spreadsheets to support the work of the relevant archdeacon.
- Progressing arrangements relating to all aspects of the archdeacons' work and keeping records as required.
- Receiving and entertaining visitors in a hospitable manner, making tea and coffee.
- Working with colleagues in each of the Archdeaconry offices overseeing the organisation of Archdeacons Visitations process.
- Liaising with area deans, clergy, church members and members of the community as appropriate knowing when to refer matters to the relevant archdeacon.
- Any other duties commensurate with the post.

Responsibilities of the Role relating to Area Deans and Deanery Administration

- Organising visits for the area deans relating to deanery business.
- Helping plan, organise and facilitate deanery events.
- Finding clergy to take services for parishes in vacancy or while priests are off sick.
- Offering administrative support for deanery governance meetings, booking rooms, issuing papers, taking minutes, arranging speakers etc.
- Supporting the gathering of statistical data across the deanery e.g. Return of Parish Finance forms, parish energy footprint, statistics for mission returns.
- Maintaining area deans' expenses where required.
- Making deanery payments and passing financial information to the diocesan finance team for bookkeeping and audit purposes.
- Liaising with the diocesan Communications Team to support their production of deanery communications such as Facebook pages, newsletters etc.

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.

Key Contacts

Internal

Archdeacons

Area Deans / Acting Area Deans

Other PAs

Bishops

DBF Staff

External

Clergy

Church Officers (e.g. church wardens, other PCC members)

Wardens

Laity



Review of job descriptions

The Diocese of Derby intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed.

This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person specification

Knowledge and Experience

Essential

Experience of working in a busy office environment.

Experience of working as a PA at a high level.

Experience of minute taking.

A high level of IT knowledge – including experience of using Microsoft 365 programmes including Word, Excel, PowerPoint, One Drive and SharePoint.

Experience of using standard office equipment such as photocopiers.

Desirable

Experience of the organisation/culture of the Church of England/Dioceses.

Qualifications and training

Essential

Good all-round general education to at least A Level or equivalent.

Commitment to continued professional development.

Skills and abilities

Essential

Ability to work unsupervised, and on own initiative, as well as within the wider team.

Excellent spoken and written communication skills and a professional telephone manner.

Able to listen well to show empathy and to relate confidently with Clergy, Church Officers and the public.

Excellent organisational skills and attention to detail.

The ability to prioritise and work efficiently under pressure.

Ability to take minutes.

Desirable

Ability to understand, use and where necessary translate the language and culture of the Church as appropriate to the circumstances.

Personal Qualities

Essential

Ability to relate to people across the whole social spectrum and put them at their ease.

Ability to engender trust and demonstrate tact and diplomacy whilst maintaining confidentiality.

Self-motivated, proactive and willing to take responsibility.

Circumstances

Essential

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.

Able to work flexibly within the requirements of the role.

Desirable

To have an understanding of the Church of England and its aims.

Terms and Conditions

Employer:	Derby Diocesan Board of Finance Limited.
Line Manager:	Archdeacon of Derby City and South Derbyshire.
Place of Work:	Derby Church House, Derby
Salary:	£30,000 per annum depending on experience
Working hours:	35 hours per week (some remote working possible, as agreed with Line Manager) Occasional evening and weekend work may be required, for which time off in lieu (TOIL) would be agreed.
Duration:	Permanent
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.
Pension:	Based on Auto Enrollment 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 9.5% of the gross salary will be paid into the pension fund and 0.50% 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 is subject to a six-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Key Dates

Applications closing date: Sunday, 15 September 2024

Interviews: Wednesday, 2 October 2024

Applications to be sent to: Mandy.Francis@derby.anglican.org