|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER: Portsmouth Diocesan Board of Finance (PDBF)**  **JOB DESCRIPTION: PA to Archdeacon of Isle of Wight and Administrative Assistant for the**  **Area Dean of the Isle of Wight.** |  |  |  |

**BACKGROUND**

The strategic framework for the diocese is established in our *Live|Pray|Serve* strategy which sets out the priorities for the diocese. Through these commitments, we plan for the diocese to grow in depth, impact and number. All work to fulfil those commitments is driven and informed by our diocesan values of being courageous, pioneering, resourceful, collaborative and generous. Those values shape how we approach our work both collectively and as individuals.

**PRIMARY PURPOSE**

To provide administrative support to the Archdeacon of the Isle of Wight and to the Area Dean of the Isle of Wight (there is inevitable crossover between the work of these two posts for which the work is closely related)

**RESPONSIBILITIES & PRINCIPAL TASKS**

**Archdeacon PA**

To manage the electronic diary of the Archdeacon, including setting up and managing regular and occasional meetings, Sunday commitments, training and study time.

To provide daily appointment schedules including packs of papers in a format which suites the working practices of the Archdeacon.

To make effective and efficient travel arrangements on behalf of the Archdeacon.

To deal with enquiries whether in person, by telephone, email or letter.

To undertake general office duties, including filing, photocopying and preparing the Archdeacon with all he/she needs for meetings.

To provide secretarial support to the Archdeacon including drafting documents and correspondence and providing triage of their email inbox.

To provide secretarial support for the groups and committees for which the Archdeacon is responsible, including compiling agendas, taking minutes and distributing papers.

To work liaise effectively with all diocesan staff, including the other Archdeacons’ PAs and staff at Bishopsgrove to ensure that meetings are coordinated.

To work within data protections guidelines and to ensure that the Archdeacon’s office is compliant with data protection legislation and diocesan policy.

To undertake administrative duties when required, such as collating and compiling statistical information and updating manuals which are part of the Archdeacons’ Areas of Work but to do so in collaboration with other Archdeacons’ and their PAs to ensure uniformity of practice.

To provide reception and hospitality where appropriate for meetings.

To undertake any other task as requested by the Archdeacon (or during a vacancy, another Archdeacon or the Diocesan Secretary).

**Archdeaconry tasks**

To prepare and distribute the Articles of Enquiry and Citations for the Archdeacon’s Visitations.

To coordinate the Visitations evenings including a timetable for a brief interview and exchange of information with each set of churchwardens.

To coordinate with other Archdeacons and their PAs to organise the Archdeacons’ Visitation News, requesting copy from Archdeacons, senior Management Team, Dean and others to submit to Ecclesiastical in accordance with their schedule.

**Clergy Related**

In collaboration with the Head of Ministry, to timetable, coordinate, and prepare paperwork for clergy Ministerial Development Reviews and to coordinate follow up reviews and liaise with the Bishop over pastoral reviews.

To provide secretarial support and transcription of evidence in matters where the Archdeacon is required to hear complaints and hold disciplinary interviews.

To maintain the retired clergy and clergy widows database and liaise with the Retired Clergy Association as appropriate.

To oversee and manage the appointment procedure in a vacancy. To include: drafting and placing adverts, liaising with Pathways, preparing documentation for shortlisting and correspondence with applicants, obtaining references, arranging the interview programme and booking accommodation, liaison with parish reps and ensuring candidate’s expenses claim are forwarded for payment.

To draft Statement of Particulars for new clergy coming into the Diocese under common tenure using the standard templates and seeking the approval of the HR Adviser prior to sending out to clergy.

To maintain a database of clergy on common tenure and send signed Statement of Particulars and Role Descriptions to Bishopsgrove.

**For the Area Dean**

To coordinate and book Deanery Council, Synod and other meetings within the Deanery and Archdeaconry and carry out any photocopying, distributing and collating of all relevant documentation for these meetings

To maintain databases of Lay Worship Leaders (LWL), Occasional Preachers and Lay Pastoral Assistants and organise re-certification services as and when required.

To ensure the ‘IOW Deanery’ section of CMS is maintained correctly, with details of all current church officers listed.

To hold the Deanery Council and Synod membership lists, maintaining it and amending as appropriate.

To coordinate with Diocesan Office for Diocesan Synod nominations and voting.

To maintain the Deanery Diary and send out to Chapter and CW in vacancy a ‘Quarterly’ diary, listing training opportunities, meetings, key services etc

To support other Deanery Officers.

**ACCOUNTABILITY**

Accountable to the Archdeacon of the Isle of Wight.

**ORGANISATIONAL STRUCTURE & RELATIONSHIPS**

**Key Collaborations:**

Other Archdeacons

Archdeacons PAs

PA to Diocesan Secretary

Bishop and Staff at Bishopsgrove

Diocesan Secretary

Heads of Department

Area Deans and Associate Area Deans

Other Area Dean PAs/Admin Support

Dean of Portsmouth

PA to Dean of Portsmouth

Local Dignitaries

Parish Clergy in the Archdeaconry

Parish Officers in the Archdeaconry

**COMMITTEE ROLES & RESPONSIBILITIES**

To act as administrator for Area Dean Team meetings.

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | **ESSENTIAL / DESIRABLE** |
| **Qualifications required:**  Good level of education to include English and Maths GCSE (or equivalent) at Grade C or above (or equivalent) | Essential |
| **Level of Experience**  Proven ability in the use of Microsoft Office (Word, Excel, Publisher) email and databases  Confident in communicating by phone and email with a range of people  Able to work flexibly across a range of tasks  Good standard of written English  Previous administrative experience  Knowledge of working from the Church of England | Essential  Essential  Essential  Essential  Essential  Essential |
| **Key Skills**  Knowledge of working from the Church of England  Efficient, organised, diligent and proactive in approach  Able to work alone  Able to hold high levels of confidentiality    Own Transport  Ability to work flexibly for evening and weekend meetings when required | Essential  Essential  Essential  Essential  Desirable  Desirable |