



Area Dean's Administrative Assistant, Fareham Deanery

(8 hours/week)

Role Description, from Jan 2025

Background

A Deanery is a geographic area of the Church of England, within which churches and clergy work together to forward the mission of the Church of England. Fareham Deanery comprises ten parishes in and around Fareham town centre. The Area Dean supports the Deanery's work through regular meetings with clergy (Chapter) and parish representatives (Synod).

To support the work of the Deanery, we wish to appoint a part-time Administrative Assistant to the Area Dean. You will be based at Holy Rood Church in Crofton Parish and will be part of the Office Team there.

Summary of Role

Your key area of responsibilities will be:

- To provide PA Support to the Area Dean of Fareham. This will include support in both Deanery and Parish activities;
- To provide administrative support to Deanery Synod, Chapter and Deanery sub-committee meetings (including the Deanery Standing Committee). In time, this may include becoming the Secretary to the Deanery.

We are seeking somebody who will be able to:

- be a welcoming first point of contact for the deanery, handling matters in a confidential, courteous and efficient manner;
- support the Area Dean with routine administrative tasks (both Deanery and Parish), including arranging meetings, replying to emails, etc;
- co-ordinate meetings of Deanery Synod, Chapter and Standing Committee: arranging venues and guest speakers, distributing agendas and taking minutes;
- maintain a Deanery database for clergy, retired clergy, Clergy with PTO, Readers, Readers with PTO, synod members, committee meetings, churchwardens, PCC secretaries and treasurers;
- work with and assist the other deanery officers (Lay Chair, Treasurer) in the fulfilment of their duties in the Deanery;
- communicate as necessary with parishes and Deanery groups;

- offer particular support to parishes in vacancy, helping to arrange clergy cover;
- be the Deanery point of contact for the Archdeacon and Diocesan Officers

What We Offer You

As well as being part of the Deanery leadership team, you will be based with the Crofton Office team, attending our Tuesday Staff Team on a monthly/occasional basis (Tues 10-11am) and occasional team Away Days. Though this post is funded by Portsmouth Diocese, Crofton Parish will be your employer and you'll be part of team life at Holy Rood.

We offer you:

- A supportive team at both Deanery and Parish levels;
- A regular supervision meeting to support you and your work;
- The chance to support the ministry and mission of the Church of England across the Fareham area.

Employment

This post is for 8 hours a week, 52 weeks a year, subject to an Enhanced DBS check, with a 3 month probationary period. This contract is being offered on a permanent basis. (A term-time only option is also possible, please do enquire if this would be more suitable.)

The salary is **£12.50**/hour.

You will be entitled to annual leave based on 25 days a year pro rata (+ bank holidays).

To find out more about Crofton Parish, please look at our website www.croftonparish.org.uk

For an informal chat, please contact Rev Richard England, Vicar, through the Parish Office on 01329 661154.

To apply for this post, please send your CV and a covering letter explaining your reasons for applying and how you meet the Person Specification and could fulfil the Role Description to: sue@croftonparish.org.uk

The deadline for applications is 5pm, Fri 6 December 2024.

Interviews will be on the week beginning Mon 9 December 2024.

Person specification

We are looking for a person with skills in organisation and working collaboratively across a dispersed organisation.

Essential:

- Excellent people skills; be warm and personable;
- Good communication skills, in person, by phone and by email;
- An excellent standard of written English;
- Someone with awareness of and respect for confidentiality;
- Experience of administrative work;
- Good time management skills (including protecting the Area Dean's time);
- Competent IT skills, including using social media;
- Well-organised and efficient administration ability;
- Able to manage your own time and workload;
- Positive about your work;
- The right to live and work in the UK (evidence of this – eg UK Passport or Driver's Licence – will be required on interview day).

Desirable

- Experience of the Church of England;
- Experience of voluntary or paid responsibilities in a local church;

While you'll be based at Holy Rood Church, Deanery meetings happen across the Fareham area, so you'll need to be sure you can be there physically.