



Chelmsford Diocesan Board of Finance Job Description

Job Title:	Personal Assistant to The Archdeacon of West Ham
Reports to:	The Archdeacon of West Ham
Location:	The Job holder will be expected to work from an office attached to the Archdeacon's home at 9 Palmerstone Road, Walthamstow, E17 6PA. <i>Hybrid working may be considered (60% of working time to be undertaken at the Archdeacon's home)</i>
Salary:	£29,500 to £31,000 per annum subject to qualifications and experience. Plus London Weighting Allowance: £33,925 to £35,650 per annum (*)
Hours:	This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working

Safeguarding

The Diocese of Chelmsford is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. All appointments are subject to acceptable pre-employment checks, including a satisfactory Basic DBS check. Further information about pre-employment checks can be found towards the end of this job description in the Employment checks section.

Purpose Statement

To provide a full office and support service to the Archdeacon of West Ham

Reporting Structure

The post-holder reports to the Archdeacon of West Ham.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

The Archdeacon of West Ham resources, advises and directs clergy and lay officers in the Anglican parishes of the Archdeaconry of West Ham and often represents their joint interests at diocesan meetings and at the local parochial level. The Archdeacon is also a member of the Bishop of Chelmsford's Leadership Team. The PA acts as the primary point of contact for the Archdeacon's office and is responsible for providing diary management and the organisation of meetings, as well as providing full administration support to the duties undertaken by the Archdeacon's office.



The Archdeacon and their PA will work from the Archdeacon's home. The vacancy is an ideal opportunity for a self-starter with experience of working as a PA. The post holder will apply discretion and diplomacy in their work and be competent to manage much of the work on their own.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility. The employment contract will be with the CDBF.



Episcopal Areas, Archdeaconries and Deaneries



Principal Accountabilities

- To manage the Archdeacon's calendar and appointments in an accurate and efficient manner, ensuring that the Archdeacon is in the right place at the right time with all the relevant documentation.
- To highlight and address potential conflicting priorities when required.
- To provide high quality support to the Archdeacon in preparation for key meetings and forums, including the collation of relevant documentation, creating agendas, preparing and distributing minutes, highlighting actions.
- To attend and take minutes or notes at meetings when required.



- To respond proactively to enquiries and queries addressed to the Archdeacon's office, including drafting correspondence, following these up with the appropriate action or redirecting for action. Prioritizing and managing emails in the Archdeacon's inbox.
- To manage visitors to the Archdeacon's office, providing hospitality and a warm welcome.
- To carry out research on the web, or elsewhere, on topics relating to the Archdeacon's ministry and where necessary provide this in a user-friendly format.
- To manage the arrangements for vacancy meetings, including liaising with parishes, senior colleagues and patrons.
- To administer the appointment processes (recruitment) for clergy and other roles (liaises with parishes, candidates, referees, Diocesan Registry), including placing vacancy adverts with the relevant media sites, recording applications, and conducting background checks and references.
- To administer the DBS Applications renewal process for current Diocesan clergy, ensuring applications are initiated prior to current certificates expiring.
- To administer the Archdeacon's Visitations, including administering local arrangements, participating in Diocesan preparation of documentation, preparing the order of service, collating the completed documents after the Visitation Services and chasing up outstanding documents and highlighting outstanding matters and arranging the storage of archive material with the Essex Record Office.
- To arrange training events and under the guidance of the Archdeacon prepare relevant documentation as well as ensuring the provision of training materials, including the annual training for new churchwardens.
- To administer the Archdeacon's work with the Ministry Development Review Scheme for clergy within the Archdeaconry, including maintaining the annual schedule and arranging relevant meetings.
- Arrange exit interviews for clergy moving to new appointments.
- Arrange six-month reviews with new clergy
- To provide administration around the Clergy Discipline Measure and other legislation concerning conduct of clergy, churchwardens and PCCs.
- To provide administration support as necessary to other areas of an Archdeacon's ordinary jurisdiction, including issues relating to pastoral reorganisation, diocesan and parochial governance and buildings and property.
- To provide administration support for the Archdeacon's other areas of responsibility
- Administer the Archdeacon's Discretionary Account.



- Maintain supply of stationery and sundry items (tea, coffee etc.)
- Managing arrangements for the Archdeacon to attend and cover services in the Archdeaconry and wider diocese
- To develop an area of administrative expertise that will support the work of the Barking Area Team and the relevant Archdeacons (e.g., clergy recruitment, faculty jurisdiction).
- To attend and participate in occasional meetings of Bishops' and Archdeacons' PAs in the diocese and wider Diocesan events, including the meetings of the Barking Episcopal Area PAs, the staff forum and the Archdeaconry Team Away Day.
- To maintain efficient, accurate and up-to-date electronic and paper-based filing systems.
- In the Archdeacon's absence, to determine the most suitable course of action, including dealing with routine queries and referring relevant issues to other senior clergy.
- Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- Actively participate and contribute in the appraisal process.
- Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- Work collaboratively with Barking Episcopal Area, including with the PA to the Archdeacon of Barking and the EA to Bishop of Barking and wider contacts and undertake such other reasonable duties as may be required, including by the Archdeacon of West Ham, Bishop of Barking and Chief Executive.



Key Stakeholder Contacts

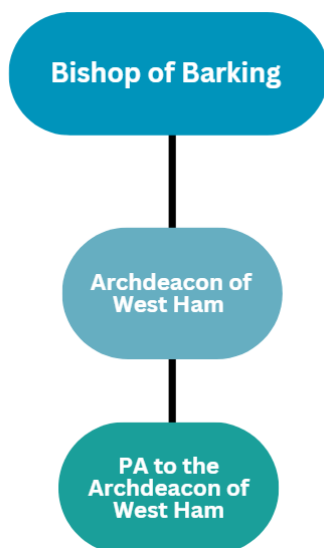
Internal:

- Members of The Episcopal Area Team
- Archdeacons and their PAs
- Bishopscourt staff
- Area Bishops and their PAs
- Diocesan Office staff
- Clergy, Churchwardens, PCC and church members within the Archdeaconry
- Area Deans, Assistant Area Deans and Deanery Lay Chairs

External:

- Diocesan Registry
- Patrons
- Civic Authorities

West Ham Area Team Structure



Person Specification

Essential:

- At least 'A' Level standard or equivalent level of education
- Having an understanding of the Church of England/[Diocese of Chelmsford](#) and the Christian faith
- Proven professional PA/ administration support at a senior level
- Experience of managing diaries and arranging meetings with multiple stakeholders on Teams/Zoom and face to face
- Experience of Office 365 (or equivalent) Excel, Zoom, Teams and Electronic Diary Systems



- Experience of drafting emails and correspondence relating to routine and non-routine matters.
- A self-starter and able to confidently work on own initiative, ensuring tasks are prioritised
- Able and motivated to work alone at times, including under pressure
- Comfortable working within appropriate confidential boundaries
- A high level of integrity and discretion, able to handle confidential information with diplomacy sensitivity.
- Able to present a professional and positive image at all times
- Able to occasionally travel across the Diocese
- Holds a current valid Driving Licence and access to private transport with insurance for travel on business purposes¹
- Flexible and adaptable to changing priorities.

Desirable:

- Secretarial or Administration Diploma
- Familiar with church terminology
- Experience of working in an administration role in a church environment or within the charity sector

¹ This is an essential requirement excepting in cases where the (prospective) post holder has a disability as defined by the Equality Act 2010, where a reasonable adjustment could be accommodated.



Outline of Terms and Conditions

Role	Personal Assistant to the Archdeacon of West Ham
Responsible to	The Archdeacon of West Ham
Salary	£29,150 to £31,000 per annum subject to qualifications and experience. Plus London Weighting Allowance: £33,925 to £35,650 per annum (*) <i>*London weighting allowance of 15% of salary pro rata and subject to a maximum payment of £4,650 per annum pro rata. London Weighing allowance will be subject to annual review.</i>
Hours	Full time – 35 hours per week.
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	30 days plus 8 public holidays pro rata. Employees are generally expected to take annual leave between Christmas and New Year. Any arrangement to work during this period must be agreed in advance with their line manager and the HR Team.
Expenses	Working expenses are paid at the Diocesan rates.
Base	The Job holder will be expected to work from an office attached to the Archdeacon's home at 9 Palmerstone Road, Walthamstow, E17 6PA. Hybrid Working may be considered (60% of working time to be undertaken at the Archdeacon's home).
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).