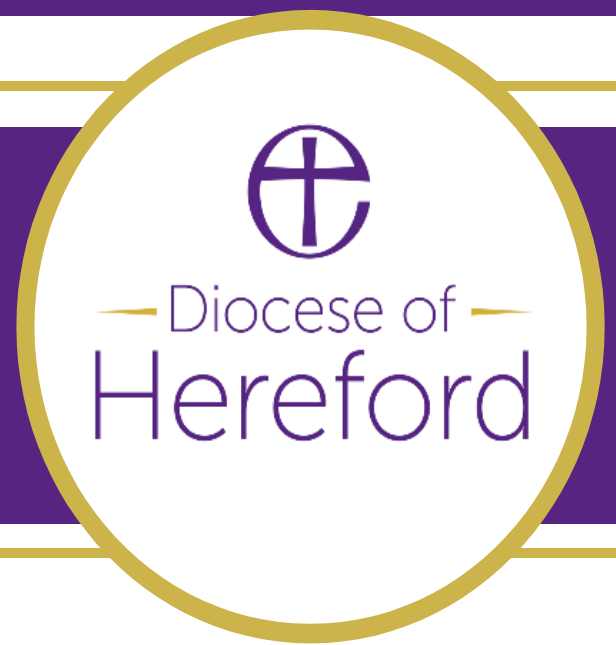


# Job Description:

## Executive Assistant to the Archdeacon of Hereford



### Job Purpose:

The Executive Assistant will provide comprehensive administrative support to the Archdeacon of Hereford and their responsibilities within the Church of England largely across Herefordshire but including parts of Powys, Monmouth, Worcestershire, and South Shropshire, providing:

- General administrative support to the Archdeacon and Assistant Archdeacon
- Parish vacancy management
- Management of Triennial Inspections
- Archdeacons' visitations
- Arranging hospitality for meetings
- Manage and administer the Diocesan Clergy Ministry Development Review (MDR) process
- Secretary to the Diocese of Hereford Clerical Charity
- Support Director of HR with administration relating to Clergy

### Accountabilities:

#### Relationship Building

- Provide a discreet, courteous and efficient first point of contact for all communication to the Archdeacon, showing sensitivity and tact.
- Build understanding and effective relationships with clergy, parochial officers, the Bishop's Staff and Diocesan Staff.
- Build and maintain a close working relationship with the Archdeacon, Assistant Archdeacon, and incumbent clergy in the Archdeaconry area.
- Able to alert the Archdeacon and clergy to emerging issues and to work collaboratively in resolving them.
- A collaborative member of the Archdeacons' team, providing support where necessary.

#### Administration Support

- Provide high quality support to the Archdeacon; a discreet, courteous, efficient and informative first point of contact for clergy and lay officers.
- Receive and prioritise a wide range of enquiries by phone, email and post, drafting responses or redirecting/liasing with the Archdeacon as necessary.
- Manage the Archdeacon's diary and liaise with the Assistant Archdeacon, Bishop's senior staff, PAs and diocesan employees as necessary.
- Ensure that Archdeacon has the necessary papers on a weekly basis: maintain an efficient system for tracking papers and ensure that all papers for meetings are gathered together.

## **Vacancy Management**

- Arrange timeline of key events and maintain implementation of the process.
- Set up initial meetings between parishes and the Archdeacon, liaise with parishes over their profiles (In consultation with the Archdeacon).
- Contact with Patrons as necessary.
- Draw up advert & upload to the diocesan website and arrange for advertising on the Church of England website and when required liaise with Church Times (in consultation with the parishes).
- Respond to any other information requested by prospective candidates.
- Liaise with the parish co-ordinator over programme for interviews.
- Take up candidate references after shortlisting.
- Create/update vacancy list for the agenda of Bishop's Staff meetings each month.

## **Triennial Inspections Support**

- To review and update the Archdeacon's record of inspections.
- Arrange with Archdeacon, Assistant Archdeacon, Rural Deans and Churchwardens, and receive the reports and note any issues to be managed.

## **Information Management**

- Archdeacon's Visitations: administer the process with the relevant paperwork between the Archdeacon's office and the parish. Deal with any queries arising and prepare for the Visitation services. Attend Visitation services to ensure attendance lists are completed.
- Articles of Enquiry and PCC forms: Follow up returns and any actions arising.
- Keep accurate notes, correspondence and records, and place on file as appropriate.
- Develop and maintain an efficient electronic filing system for the Archdeacon, including confidential files, keeping files up to date in line with the requirements of UK GDPR.
- Ensure information management systems and policies are adhered to, including Data Protection policies.
- Retain or dispose of files as appropriate in accordance with data retention policies.
- Safeguarding: Liaise with Safeguarding Team to ensure compliance from parishes.
- Pass on issues to relevant Diocesan Officers and follow up.

## **Official hospitality**

- Liaise with the Archdeacon in issuing and following up invitations
- Arrange outside catering where necessary
- Occasionally assist with welcoming attendees and serving food
- Liaise with the Finance Team over invoices

## **Manage and administer the Diocesan Clergy Ministry Development Review**

- Liaise with the Archdeacon in issuing and following up invitations to clergy to participate in MDR
- Data entry and completion of individual MDR reports
- Liaison with MDR facilitators and members of the Bishops staff team
- Ensuring that clergy complete their MDR cycle in a timely way
- Process and file MDR paperwork

## **Secretary to the Diocese of Hereford Clerical Charity**

- Acting as secretary to the charity
- Acting as the main point of contact and in liaison with the finance team making grants as required
- Taking minutes at meetings, producing agendas and arranging venues /zoom meetings

## **Clergy HR Support**

- Deal with complaints about Clergy at initial stage, passing to Director of HR as and when required
- Support Director of HR with administration tasks as directed

## Special Features

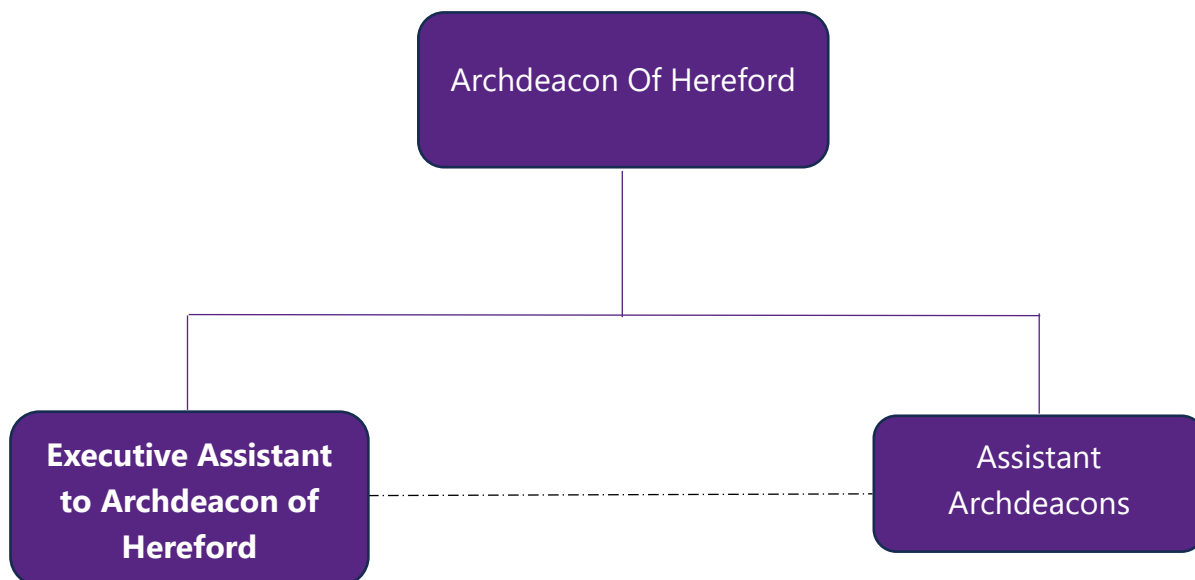
The job reports to the Archdeacon of Hereford and supports the Assistant Archdeacon. The EA will work closely with:

- Bishop's Senior Staff
- The other Archdeacon's PA
- Rural Deans
- Parish clergy, officers, and administrative staff within the Hereford Archdeaconry.
- Diocesan Staff

## DBS

Given the nature of the role a basic DBS check is required.

## Organisation Chart



## Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)</b>	Professional experience and relevant qualifications and/or education to 'A' level.	
<b>Type of Experience required</b>	<p>Good secretarial and typing skills, Including minute taking.</p> <p>Experience of providing administrative support within a diverse working environment.</p> <p>Proven organisational skills with attention to detail and accuracy, using initiative to plan and prioritise workload, determining which piece of work needs to be completed first and responding flexibly to circumstances.</p> <p>Experience of working as a key member of a team demonstrating good interpersonal skills and a collaborative style of working.</p> <p>Possess a flexible approach to work as well as the ability to work both independently or as part of a team, often to strict deadlines.</p> <p>Ability to use own initiative and judgement to work confidentially and to work creatively to solve problems.</p>	<p>Experience of committee administration</p> <p>Experience of establishing and maintaining systems- setting up paper based and electronic filing.</p> <p>Experience working in charitable or similar organisation.</p>

## Competencies

ESSENTIAL	DESIRABLE
<p>Excellent oral communications and a professional telephone manner.</p> <p>Able to communicate effectively with a broad range of people, providing accurate and timely responses/advice.</p> <p>Good written communication skills; able to articulate concepts accurately and succinctly.</p> <p>Numerate with financial knowledge and related skills</p> <p>Advanced IT skills, including knowledge of Microsoft Office: Word, Excel, Outlook and PowerPoint.</p> <p>Willingness and aptitude to learn to use new technology to support the work of the Archdeacon.</p> <p>Sensitive to the different cultures, traditions and activities within the Church and maintain a consistent approach to clergy and non-clergy matters.</p> <p>Able to use discretion when dealing with complex, sensitive/confidential issues.</p> <p>Able to work in sympathy with the aims, values and ethos of the Diocese of Hereford and of the mission and ministry of the Church of England.</p>	<p>An understanding of the parish system and the wider organisation of the diocese.</p> <p>Knowledge of the MS Office 365 suite of programs, including MS Teams; as well as Zoom.</p> <p>Understanding of the Church of England, its parochial system and the wider organisation of the Diocese</p>