

Job Title	Administration Assistant for the Bishop of Edmonton
Reports to	Bishop of Edmonton
Team	Parish Area Support (Edmonton)
Department	Parish Area Support
Location	London Diocesan House (hybrid working)
Contract type	Fixed Term (18 months), Part-Time (17.5 hours)
Job Grade	G

Job Purpose	The purpose of the Administration Assistant role is to provide comprehensive administrative support to the Bishop of the Edmonton Episcopal area, ensuring efficient handling of communications, management of schedules, and maintenance of records. Additionally, the Administration Assistant plays a vital role in upholding confidentiality and assisting with safeguarding.
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About the London Diocese Fund (LDF) and the Diocese of London	The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.
	The LDF is the employment body and the central team that serves and supports the Diocese of London.

Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Values: <i>Creative, Together, Thriving, Respectful</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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Equality, Diversity, and Inclusion Statement	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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Job Scope	<table border="1"> <tr> <td>Direct and indirect reports</td> <td>NA</td> </tr> </table>	Direct and indirect reports	NA
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Budget responsibilities	<ul style="list-style-type: none"> • None
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"> • Bishop of Edmonton • Bishop's PA • Bishop's Chaplain • Archdeacon of Hampstead • Archdeacon's PA • Area Director of Ministry • Area Director of Ministry's PA • Edmonton Area Deans and other Area Staff

Job Responsibilities

Administrative

- Handle mail, inquiries, telephone calls, emails, and all other incoming communications.
- Manage the diary and inbox of the bishop on a daily basis.
- Draft letters and documents as requested
- Contributing to the maintenance of central databases (People System, CMS, Crockfords).
- Liaise with the Director of Ministry to ensure the effective administration of the Ordination of Priests and Deacons.
- Coordinate domestic and overseas travel for the line manager as required.
- Organise, facilitate, provide agendas and take minutes of meetings or as requested.
- Compile the newsletter and other general communications as required.
- Uphold the security and confidentiality of the office, including managing confidential documents and securing the office.
- Coordinate the renewal and issuance of permissions for clergy and laity in conjunction with Area Administrator.
- Holding the big picture and history of events in the Episcopal Area, where relevant to the Bishop's work. Advising the Bishop (or team) as necessary and appropriate of any historical information impacting current events. Making appropriate linkages.
- Have an awareness of the weekly/annual cycle of events e.g., confirmations, ordinations, college leavers etc.

Reception and Hospitality

- Provide a friendly and professional welcome to visitors of the line manager.
- Coordinate and facilitate events, including seminars, conferences, residentials, interviews, and social events, and liaise with external parties such as caterers as required.

Safeguarding

- Ensure safer recruitment processes are followed when an appointment is made.
- Monitor the visa status of clergy who do not have British Citizenship or the Right to Remain, in conjunction with the HR Team at Diocesan House, as required.
- Monitor all clergy, licensed lay ministers and those with permission to officiate to ensure they are up-to-date with their DBS and Safeguarding Training.
- Manage the clergy 'blue files' in accordance with GDPR including ensuring blue files are available for statutory services when requested (e.g. police)
- Handling and being privy to highly sensitive and challenging information inclusive of blue files, historic, and ongoing safeguarding concerns.

- Identifying appropriate action in response to pastoral situations as they occur (e.g. Clergy person or other in crisis; deliverance queries; safeguarding concerns).

Other

- Undertake any other duties commensurate with the role.

Qualifications, experience, knowledge, skills, and other requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
Educated to A-Level or equivalent standard.		x
Experience working in an administration role.	x	
Administration related qualification.		x
<i>Knowledge and skills</i>		
Administratively efficient.	x	
IT proficiency (MS Office).	x	
Ability to work confidentially and in line with safeguarding policy	x	
Some understanding of Church of England structures and experience of working with the Ecclesiastical legislative framework.		x
High standard of literacy and numeracy	x	
The ability to work effectively under pressure and to deadlines	x	
<i>Other requirements</i>		
Empathetic to the mission and values of the Church of England	x	
Right to work in the UK	x	

Person Specification – Competencies and Behaviours	
Focus on Self	Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
	Actively and calmly works to solve problems and resolve conflicts
Focus on Others	Allows others time to speak, listens to others when they are speaking asks appropriate, respectful questions and speaks at the right pace and volume for varied audiences
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Connects positively with colleagues and partners within and outside LDF
	Works as a supportive team member, shares information and acknowledges the contribution and support of others

Focus on Team	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices
	Understands, takes actions to address and supports other in safeguarding and safer churches policy and procedure

Person Specification – Competencies and Behaviours	
Focus on Service	Advocates and negotiates effectively for people
	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Supports and acts in compliance with the records, information, and knowledge management requirements of LDF
Aligns with strategy	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.