

Job Title	Personal Assistant (PA) to the Archdeacon of Northolt and Willesden Area Administrator
Reports to	Archdeacon of Northolt
Team	Willesden
Department	Willesden
Location	Causton Street
Contract type	Permanent, Full time
Job Grade	

Job Purpose The purpose of the PA role is to provide comprehensive administrative support to the Archdeacon of Northolt in the Willesden area, ensuring efficient handling of communications, management of her diary, and maintenance of records. This includes coordinating travel arrangements, organising meetings, compiling communications materials, and managing various financial tasks. Additionally, the PA plays a vital role in upholding confidentiality, being a source of support in the making of difficult decisions and assisting with safeguarding. The PA carries a vital role in linking Clergy, Church Wardens, and others to the support available to them in the Diocesan office and helping them feel supported and heard when they contact the Archdeacons office for help.

The Willesden Area Administrator is a member of the Area staff responsible for the efficient and effective running of the office. (s)he has strong links to the Bishops office, other members of the Archdeaconry Team, the Area Director of Ministry and his PA, other Area Staff, people in the parishes especially Church Wardens and church administrators, as well as key external stakeholders such as local authorities, businesses, architects and partner organisations.

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

Mission: *For every Londoner to encounter the love of God in Christ.*

Values: *Creative, Together, Thriving, Respectful*

Ambitions: *Confident Disciples, Compassionate Communities, Creative Growth.*

Priorities: *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.*

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.

Job Scope

Direct and indirect reports	NA
Budget responsibilities	
Revenue responsibilities	NA
Key Relationships	Archdeacon of Northolt, Bishop of Willesden, Willesden Area Staff, Archdeacons group and Archdeacons PAs, Clergy, Church Wardens.

Job Responsibilities

Administrative

- Proactive management of mail, enquiries, telephone calls, e-mail, using initiative when referring upwards and flagging issues with the Archdeacon
- Diary management – forward planning of events and specific projects and day-to-day management of the Archdeaconry diaries.
- Preparing agendas, support papers and taking minutes for meetings.
- Draft letters and documents as requested.
- Uphold the security and confidentiality of the documentation in accordance with GDPR.
- Arranging visits in connection with ongoing works
- Liaising with both architects and parishes for Quinquennial Inspections
- Liaison with and between Area staff members and others, setting up meetings.
- Organising arrangements for Archdeacon's Visitations including assisting with writing Visitation reports.
- Organising and facilitating the annual Archdeacons visitation services and admission of Churchwardens, liaising with Area Deans and host churches to ensure they are well attended and organised, including the distribution of and receipt of Church Wardens Citations and Declarations
- Liaising with the Director of Ministry's PA and Bishops office to assist in the organisation of the induction process for new clergy.
- Facilitating the Willesden Area Parish Administrators network including organising training and networking events for them.
- Assisting the Archdeacon in implementing new initiatives and projects.
- Discussing with the Archdeacon the response and approach to difficult situations in parishes, agreeing ways forward and helping to facilitate them, involving the Bishops office where appropriate.
- Being the first port of call for enquiries to the Archdeacons office.
- Supporting the Bishops PA in the efficient administration of vacancies and appointments including overseeing the area vacancies list and coordinating shortlisting and interview dates.
- Coordinating of the annual parish returns both Mission Statistics and financial.
- Ensuring the highest possible quality of outward facing communication to parishes, clergy and external partners.
- Overseeing updates of the People System, CMS, and Parish returns for the area.

Financial

- Tracking the Archdeaconry budget, including ordering stationary supplies
- Managing the Archdeacon's Discretionary Fund and Area Deans budget with oversight by the Archdeacon.
- Approving invoices under £500 via Xledger with oversight by the Archdeacon.

Safeguarding

- Undertaking appropriate safeguarding training and knowing when to refer calls to the Archdeacon, on to the Safeguarding Team.

Other

- Undertaking any other duties commensurate with the role.
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Person Specification

Qualifications, experience, knowledge, skills, and other requirements

Criteria	Essential	Desirable
<i>Education and experience</i>		
Educated to A-Level or equivalent standard.		x
Experience working as a PA.	x	
Experience managing budgets and tracking costs.		X
Administration related qualification.		x
<i>Knowledge and skills</i>		
Administratively efficient.	x	
IT proficiency (MS Office).	x	
Time management and the ability to work at pace	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	
<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	Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments and speak in 'Plain English', avoiding or explaining jargon that is used
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates 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 and adheres to 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.