

<b>Job Title</b>	Personal Assistant to the Area Dean of Hackney
<b>Reports to</b>	Area Dean of Hackney
<b>Team</b>	Stepney Area Team
<b>Department</b>	
<b>Location</b>	Area Dean’s Parish: St Johns of Jerusalem
<b>Contract type</b>	Fixed term, 6 years, 0.5 FTE
<b>Job Grade</b>	G

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<b>Job Purpose</b>	The primary role of the Area Dean’s PA is to provide high quality and professional administrative support to the Area Dean of Hackney in their work. The job requires someone who is a self-starter, who is able to prioritise a busy workload, meet deadlines and work as part of a dynamic team.
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<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	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.

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<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Values:</b> <i>Creative, Together, Thriving, Respectful</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <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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<b>Equality, Diversity, and Inclusion Statement</b>	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**

Direct and indirect reports	None
Budget responsibilities	Support the parish finance processes where required
Revenue responsibilities	None
Key Relationships	<ul style="list-style-type: none"> <li>• Area Deans (Hackney &amp; Islington)</li> <li>• HIP Programme Manager</li> <li>• Archdeacon and Archdeacon's PA</li> <li>• Stepney Area Team</li> <li>• HIP Programme and Steering Group teams</li> <li>• Hackney Vicars and parishes</li> </ul>

**Job Responsibilities****PA duties**

- To support Area Deans with the administrative aspects of the Hackney and Islington Projects: Hackney Area Dean oversees the catholic mission stream of work
- To support the Area Dean with administration related to their parish and deanery responsibilities in partnership with local colleagues, ensuring that all documents and briefing materials are prepared and collated.
- Dealing sensitively and confidentially with mail, email and telephone calls. To respond as far as possible on the Area Dean's behalf, and, where appropriate, draft emails and letters.

**General Duties**

- To develop and maintain efficient filing systems, both in hard copy and electronically.
- To be responsible for the ordering of office supplies and equipment.

**Support to Mission Project**

- Assist the Area Dean with organising meetings with colleagues, planning mission and training events
- Liaise with the Archdeacon and Dean of Mission and Associate Area Dean
- Communications with the Stepney Area Team.
- Provide administrative support to the Parish and Deanery (rotas, minutes, agendas etc) in a way that releases capacity of the ministry of the Area Dean
- Processing of Area Dean's expenses.

**Finance**

- Support the parish finance processes where required.

The postholder may be required to undertake any other duties that are commensurate with the role.

Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<b><i>Education and experience</i></b>		
	Excellent administrative skills with proven relevant experience	X	
	Experience of running and overseeing events and courses		X
	Experience of email management and electronic filing	X	
	Ability to innovate, initiate and maintain good and effective administrative procedures	X	
	<b><i>Knowledge and skills</i></b>		
	Proficient user of Microsoft Office and Eventbrite with the ability to master quickly other software packages	X	
	Database experience	X	
	Good interpersonal and social skills: Good communication skills with the ability to communicate effectively in written and spoken English, and able to relate to the wider public	X	
	The ability to work well with others, as well as independently when required (This post will be located in a satellite office)	X	
	Efficient and organised with an eye for detail and an ability to anticipate what needs to be done	X	
	<b><i>Other requirements</i></b>		
	Sympathetic to the aims and ethos of the work of the Church of England	X	
	Be willing to turn their hand to a variety of tasks as the need arises	X	
	Good judgment, discretion and confidentiality	X	
	Self-motivated with the ability to remain calm under pressure	X	
	Willingness to work flexibly with occasional evening and weekend attendance required (Time off in lieu given)	X	

Person Specification – Competencies and Behaviours	
<b>Focus on Self</b>	Recognises own limitations and actively seeks feedback from others to learn and grow
	Regulates own behaviour and responds appropriately in all circumstances
	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
<b>Focus on Others</b>	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
	Proactively contributes to a positive team spirit; engages with others to share information and solve issues and problems jointly
<b>Focus on Team</b>	Proactively engages with the team to encourage and enable others to achieve results
	Voices concerns and provides feedback in a constructive way



<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Service</b>	Understands individual role and team/unit service delivery objectives and aligns activities accordingly Initiates and develops goals and plans and uses feedback to inform future planning; accommodates and responds with initiative to changing service priorities and operating environments
	Actively seeks to understand and align with organisational strategy; recognises the impact of decisions and acts accordingly
	Demonstrates accountability aligned to internal and external requirements
	Captures and shares relevant information; understands and utilises information, communication and document control policies and systems, and security protocols
<b>Aligns with strategy</b>	Finds and checks information needed to complete own work tasks; identifies and informs supervisor of issues that may impact on completion of tasks

*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.*