

## Job Description

The Diocese of Lichfield seeks a full-time Executive Assistant (EA) for the Archdeacon of Salop. The place of work will be Sundorne Vicarage, Harlescott, Shrewsbury, with some flexibility for hybrid work from home if desired.

### **Working Hours**

Employed as a permanent member of staff, working 35 hours a week.

### **Annual Leave**

25 days per year, plus Bank Holidays and Discretionary Days (granted to all central staff).

### **Start date & probation period.**

Start date is expected to be May 2025. A probation period will last for three months.

## Purpose of this role

The purpose of the Executive Assistant's work is to support the Archdeacon of Salop in giving the best possible support and oversight to the clergy and churches of the Archdeaconry, to help them to fulfil their mission and ministry locally.

## Context

The Church of England's Archdeaconry of Salop covers Shrewsbury, most of Telford, North Shropshire and a small part of Powys. Across that area, 127 parishes serve their local communities in worship, witness and service. We are part of the Diocese of Lichfield, and are committed to a vision for the renewal and growth of the church in all its settings. You can read more about that vision at <https://www.lichfield.anglican.org/about-us/our-vision/>.

The Archdeacon of Salop, working closely with the Bishop of Shrewsbury, is the senior priest responsible for the support and governance of the church across this area, and who also contributes to the overall leadership of the Diocese as part of the Bishop's Staff Team. Two senior parish priests in the Archdeaconry share in this work as Associate Archdeacons, and diocesan officers based in Lichfield bring specialist expertise.

The Archdeacon's role deals with pastoral care, missional vision and ensuring compliance with legislation and good practice. It is complex and depends upon good administrative support. As a key channel for communication and integration between local churches and wider structures, the Archdeacon's office working well can be a living stream; when it does not work well, it can become a bottleneck. The Executive Assistant, then, can bring blessing to the churches and people of the Archdeaconry through good administration and people skills.

## Areas of Work

The Archdeacon is new in post, and the EA will play a key part with him in setting up, refining and maintaining good systems and workflows. The details below are indicative of the scope and nature of the tasks involved in the role.

As appropriate, reference to support for 'the Archdeacon' below should be taken to include support to the Associate Archdeacons in their Archdeaconry work.

### Core Responsibility:

Overall running of the Archdeaconry office and administration to support the Archdeacon's ministry and the mission and ministry of the churches of the Archdeaconry.

### Managing the Archdeacon's Office

- Being the first line of response for enquiries, including making appointments and dealing with matters regarding complaints, press enquiries and other sensitive matters that require organisational skills and pastoral sensitivity.
- Dealing with and prioritising electronic and paper correspondence. Opening and sorting the post. Maintaining and updating an individual and shared electronic diary.
- Maintaining and reviewing the office filing system and records (digital and paper). Keeping files up to date and in good chronological working order.
- Ordering office supplies and arranging maintenance of all equipment.
- Welcoming and offering hospitality to visitors to the office.
- Liaising with other Archdeacons' and Bishops' offices, particularly with the Bishop of Shrewsbury's PA. Liaising with diocesan officers as needed.

### Assisting the Archdeacon as Personal Assistant in his duties and responsibilities

- Ensuring the Archdeacon is fully briefed and has all necessary paperwork prior to meetings, parish visits etc.
- Assisting in the setting up of meetings, including regular meetings with other Senior Staff, fellow Archdeacons and Associates, Rural Deans/Lay Chairs, Parish Assessors etc., seminars and conferences as directed by the Archdeacon. Assisting when new RD/LC are appointed.
- Setting up of Zoom meetings and ensuring all involved can access them. Using MSTeams internally.
- Working with the other Archdeacons' PAs to ensure paperwork is kept up to date and used consistently across the Diocese e.g. vacancies, parochial visitations.
- Making any necessary travel arrangements for the Archdeacon.
- Taking minutes, providing and circulating notes of meetings as required.
- Maintaining records of Suspension of Presentation and liaising with the Pastoral Secretary on the progress of Pastoral Schemes and Orders.
- Keeping up-to-date records of Parish Share and forwarding monthly reports to Rural Deans and Lay Chairs. Arranging Annual Consultations with finance and deaneries.
- Monitoring Parochial Visitations undertaken by Rural Deans and Lay Chairs.
- Monitoring and maintaining records of parish Mission Action Plans
- Liaising as needed about discretionary funds.

- Researching general information and other matters as directed by the Archdeacon.
- From time to time, undertaking other agreed tasks as directed by the Archdeacon.

### Supporting the Archdeacon with respect to church buildings

- Liaising with the Diocesan Registrar and the Diocesan Advisory Committee (DAC) over matters relating to churches and churchyards.
- Reading through and filing Architects Quinquennial Inspection (QI) reports and highlighting any matters that require attention. Alerting parishes when their next QI is due and following up should that become overdue.
- Following up requests for further information from parishes and individuals and arranging site visits with the DAC.
- Issuing List B Permissions, through the Online Faculty System, on the instruction of the Archdeacon and monitoring requests for these.

### Supporting the Archdeacon with respect to clergy, church officers and vacancies

- Arranging the appointments and necessary preliminary papers for formal conversations with clergy (ABCs) and the follow-up.
- Collating and distributing the annual Visitation Papers. Attending the Visitations (seven evenings in June-July) and dealing with all associated paperwork.
- Supporting the training and development of lay officers in parishes – delivery of training in this area is being reviewed across the diocese.
- Liaising with all interested parties during a parish vacancy, including patrons and churchwardens. Advertising the vacancies both locally and nationally. Receiving and distributing papers relating to vacant posts and enquirers. Arranging documentation for familiarisation days and for candidate interviews.
- Arranging paperwork and meetings for completion of role descriptions for those new in post, and for periodic review of role descriptions.

### Secretary to the Area Mission and Pastoral Committee (AMPC)

- Preparing Agenda (in conjunction with Archdeacon and Diocesan Pastoral officer)
- Attending and Minuting Area Mission and Pastoral Committee meetings
- Producing minutes and circulating to members after approval by Archdeacon and Diocesan Pastoral Officer
- Prepare, send and collate all associated consultation papers for the Shrewsbury Episcopal area

## Person Specification

Attributes	Essential (or expected to reach that standard)	Desirable
<b>General</b>	<p>Polite, tactful and professional manner.</p> <p>A proactive and motivated self-starter, able to work with initiative unsupervised and to prioritise a busy workload.</p> <p>A team player with excellent interpersonal skills.</p> <p>Show a meticulous attention to detail and high level of accuracy.</p> <p>Have good written and verbal communication skills including a welcoming telephone manner.</p> <p>Be in sympathy with the aims and objectives of the Christian faith.</p> <p>Ability to maintain confidentiality at all times.</p>	<p>Broad understanding of the Church of England, its organisation and mission.</p> <p>Access to a car, and a full clean driving license, available for Business use.</p>
<p><b>Experience</b> The successful candidate must be able to demonstrate they have a majority of these skills and experience.</p>	<p>Experience of working in a ‘customer focused’, advisory role.</p> <p>Experienced in handling confidential material.</p> <p>Proven organisational and administrative skills.</p> <p>Experience of the setting up of computerised and manual administrative systems.</p> <p>An understanding and experience of setting up and managing databases.</p> <p>Some experience of events organisation and management.</p>	<p>At least five years’ relevant experience in an office environment.</p>
<p><b>Qualifications and Training</b></p>	<p>Competence in IT skills including Word, Excel, Power Point, Publisher and Outlook.</p>	<p>Graduate or equivalent</p> <p>An interest in heritage and conservation.</p>

<p><b>Knowledge, skills and abilities</b></p>	<p>Excellent verbal &amp; written communication skills.</p> <p>Confident IT skills - familiarity with Microsoft Word, PowerPoint and Excel, Zoom, MTeams</p> <p>Able to prioritise workload.</p>	<p>Understanding of the structure and processes of the Church of England <b>or willingness to develop the same</b></p> <p>Familiarity with Faculty Jurisdiction and the Care of Churches Measure <b>or willingness to develop the same</b></p> <p>Ability to research, digest, analyse and present material clearly and concisely</p>
<p><b>Personal Qualities</b></p>	<p>Patience and ability to explain difficult or complex issues to people of wide ranging abilities/backgrounds</p> <p>Practical problem solver with a `can do` attitude</p> <p>Able to value the contribution of volunteers</p> <p>Willingness to listen to and accumulate knowledge from specialists</p> <p>Friendly and approachable team player.</p>	