**Archdeacon’s Executive Assistant: Recruitment Process and Timetable**

Closing Date: 9am, Monday 22nd July 2024

Interviews: Thursday 1st August 2024

Start Date: to be agreed, but as soon as possible.

Application forms should be returned to:

[humanresources@carlislediocese.org.uk](mailto:humanresources@carlislediocese.org.uk)

**Background**

The Diocese of Carlisle covers the county of Cumbria and is led by the Diocesan Bishop. There is currently a vacancy in See for the Bishop of Carlisle.

The Diocese is divided into 3 Archdeaconries, each covered by its own Archdeacon. Within the archdeaconries there are 11 deaneries, and then into 104 benefices, each with a serving vicar. Each benefice consists of one or more parishes of which there are a total of 263 in the Diocese.

This new role is to be Executive Assistant to the three archdeacons.

**ROLE DESCRIPTOR**

# PART 1

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| JOB TITLE: Archdeacon Executive Assistant (28 hours) | |
| REPORTS TO: Secretariat, Office and Governance Manager | |
| DEPARTMENT : HR And Governance | |
| PURPOSE OF ROLE :  To be the Executive Assistant to the Archdeacons of Carlisle, Westmorland and Furness and West Cumberland. | |
| KEY ACCOUNTABILITIES :    To manage the Archdeacon’s offices, including as appropriate:   * diary management including arranging meetings, and ensuring that the Archdeacons are fully prepared for meetings, including the timely setting of agendas * receiving and dealing efficiently with the Archdeacons emails, letters and telephone calls; taking appropriate action or escalating as required * acting as first port of call for enquiries and where possible providing resolution * administration of expenses * making travel arrangements * Secretarial duties * preparation of paperwork for meetings/ engagements * minute taking * general administrative duties – mailings, photocopying, filing etc;   To take responsibility for the planning of Archdeacon’s triannual Visitation and MDR programme and managing associated paperwork  Organising venues and dates for Churchwarden's and other training that Archdeacons are leading on.  To attend a number of the Admission of Churchwarden Services and be in attendance as Clerk    To be responsible for and manage the online Articles of Enquiries system. To compile, collate and distribute the results of the Articles of Enquiries.  To undertake other duties as required. | |
| FINANCIAL IMPACT ( How much and for what )    DIRECT : None      INDIRECT :Expense recording      NUMBER OF DIRECT REPORTS : None | NETWORK ( Key people with whom the role liaises and for what purpose )    INTERNAL : Archdeacon’s, Bishop’s office administrator, Bishop’s Chaplain, staff in both Bishop’s houses, HR, Finance, Property, DAC  & Pastoral Secretary      EXTERNAL : other Archdeacon’s Pa’s, DAC architects, |
| Authorised by Line Manager: Date: | |
| This Role Descriptor and associated statements has been fully explained to me. I understand and accept its content and my responsibilities. | |
| Signature of post holder: Date: | |
| Signature of deputy (where applicable) Date: | |

# PERSON SPECIFICATION PART 2

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| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
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| ***TECHNICAL COMPETENCE*** | |
| **Technical Skills & Qualifications** | |
| * Good educational background * Good spoken and written English * Confidence in the use and application of IT in particular outlook, word, excel. * Fast and accurate keyboard skills * Good organisational skills * Ability to manage time effectively, use initiative in prioritising work and achieve deadlines |  |
| **Knowledge and Experience** | |
| * Knowledge of office procedures * Ability to communicate confidently with individuals both within and outside the organisation * Ability to work under pressure in a busy working environment and able to multi-task * Ability to deal with queries on own initiative and a will * Willingness to accept responsibility. * Respect and facilitate the aims of the charity | * Previous experience of working within the Church of England * An understanding of the ethos of the Church of England. |
| ***BEHAVIOURAL COMPETENCE***  Willingness and ability to travel round the Diocese and work out of different locations  Ability to operate under pressure  Ability to maintain confidentiality  Ability to exercise a very high degree of confidentiality  Ability to work unsupervised and to use own initiative Adaptability and flexibility | |

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| **Benefits** | |
| **Salary** | £29,826 FTE (pro rata for 28 hours £23,861) |
| **Pension** | A non-contributory, deﬁned contributions scheme (employer’s contribution is 15% of salary) |
| **Car** | mileage paid at 45ppm |
| **Office provision** | Post based at Church House, Penrith but the Diocese operates a flexible working policy and home working for some of the working week is the norm. |
| **Working expenses** | Funded as appropriate.  Mileage (to places other than your Place of Work) paid at 45ppm. |
| **Other benefits** | * 34 days annual leave incl bank holidays * 35 hrs a week flexi-time system in operation * time off in lieu for additional hours worked |
|  | Any offer of employment is subject to:   * Two references (one must be current employer) * Health Check * Right to work check * Enhanced DBS check (for roles that are eligible) |