

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	PA to the Archdeacons of Sarum and Wilts
TEAM:	Ramsbury Area Office
DURATION	Permanent, Full Time
LINE MANAGER:	PA to the Bishop of Ramsbury
RESPONSIBLE FOR:	Not Applicable

JOB PURPOSE *(concise and broad statements in one or two paragraphs stating why the job exist)*

To provide support to Archdeacons of Sarum and Wilts in the efficient and effective operation of the Bishop's and Archdeacons' Ramsbury Office

Deputise when necessary for the PA to the Bishop of Ramsbury

DUTIES AND RESPONSIBILITIES

Provide administrative support primarily to the Archdeacons of Sarum and Wilts, and the Bishop of Ramsbury as necessary.

1. Manage the diaries of the Archdeacons and liaise with the PA to the Bishop of Ramsbury and Archdeacons of Sarum and Wilts where necessary.
2. Prioritise requests for engagements.
3. Arrange personal interviews, meetings, visits, and services.
4. Liaise with the DAC Secretary in maintaining records for quinquennial inspections of church buildings and faculty applications.
5. Oversee and administer the annual Archdeacons' Visitation Services.
6. Administer the process for Archdeacons' Triennial Visitations.
7. Organise and administer churchwarden conferences, training days and events.
8. Administer the clergy review process in partnership with the Bishop of Salisbury's Office.

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9. Monitor and record the return of annual parish accounts.

10. Organise the sending of birthday and Christmas cards.

DUTIES AND RESPONSIBILITIES

Ensure the effective and efficient operation of the office in the absence of the PA to the Bishop of Ramsbury and Archdeacons of Sarum and Wilts.

1. Ensure that all administrative processes are carried out as effectively as possible.
2. Assist in planning, monitor and control the use of stocks of stationery and office supplies and arrange repair and replacement of office equipment when necessary.

DUTIES AND RESPONSIBILITIES

Joint responsibility with the PA to the Bishop of Ramsbury and Archdeacons of Sarum and Wilts

1. Maintain systems for filing and retrieval of information. Prepare and produce documents and correspondence.
2. Ensure records and documents held comply with current GDPR.
3. Handle communications including correspondence, emails, and phone, liaising with clergy, churchwardens and others, deal with administrative queries.
4. Attend regular team meetings such as Visitations, Church warden conferences, Ramsbury Finance & Share Group Meetings, Trustee Training Sessions etc.
5. Organise and coordinate working group meetings, training days and assist with conferences and events.
6. Prepare minutes and agendas for meetings.
7. Ensure effective coordination between the Ramsbury Office; the Diocesan Bishop's Office; the Bishop of Sherborne and Archdeacons' Offices, DBF and the Diocesan Education Centre.
8. Provide mutual cover for absences.
9. Contribute to the improvement of administrative processes.
10. Deal with sensitive matters in a strictly confidential manner.
11. Complete any such additional duties as may reasonably be requested by the Bishop of Ramsbury and the Archdeacons of Sarum and Wilts.

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This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION
<p>The post holder must always undertake activities in accordance with legislative and regulatory requirements.</p> <p>The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.</p> <p>In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.</p>

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications & Training	<p>Good standard of education (ideally A Level or equivalent experience)</p> <p>Experience of managing complex diaries and of maintaining the confidential nature of sensitive information.</p> <p>Competent using Microsoft Office including Word and Excel</p>	<p>A demonstrable level of experience working in a busy office environment.</p>
Experience	<p>Demonstrate prior experience managing multiple stakeholders with multiple schedules and commitments without conflicts.</p>	

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
	<p>Demonstrates experience planning, preparing, and attending events some of which may be outside normal working hours.</p> <p>Demonstrates knowledge of the Diocese and the varying communities within the coverage area of the Diocese; as well as willingness to travel where necessary within the Diocese.</p>	
<p>Competencies <i>(specific skills, knowledge and attributes required for the role)</i></p>	<p>Planning and organisation skills - able to prioritise and manage their own workload.</p> <p>Excellent Telephone Etiquette – able to interact politely and professionally over the telephone with different category of people and maintain professionalism irrespective of circumstances.</p> <p>Effective Communication Skills - able to communicate (both verbally and in writing) across different platforms to different stakeholders leveraging on relevant technology tools.</p> <p>Good Interpersonal Skills – able to relate well to a wide range of people with varying expectations.</p> <p>Effective Meeting & Diary Management – able to plan meetings, prepare minutes and follow through with stakeholders on action points.</p>	<p>Knowledge of the structure & the workings of the CoE – demonstrates basic understanding of the systems and the workings of the CoE.</p>
<p>Behavioural Requirements <i>(generic soft</i></p>	<p>A good team player who can work flexibly within a team.</p>	<p>Flexible to change.</p> <p>A good sense of humour</p>

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<i>skills required for the role based on the grade)</i>	Tact and discretion/ability to keep confidences. Willingness to learn and to undertake training if required	

Employee Name:

Line Manager Name:

Signature:

Signature: