

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	PA to Director and Deputy Director for Apostolic Life & IME course administrator
<b>Department:</b>	Apostolic Life
<b>Reports to:</b>	Director for Apostolic Life
<b>Key working relationships:</b>	Director and Deputy Director for Apostolic Life Apostolic Life administrators and team Curates and training incumbents IME programme tutors Bishop's and Archdeacon's administrative staff
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **Main purpose of job**

- 1) To provide executive level PA support to the Director and Deputy Director for Apostolic Life.
- 2) To act as the senior Administrator for the team providing a point of contact for all members of the Apostolic Life team and provide oversight and support to the other administrators.
- 3) To be the course administrator for the IME training programme.

### **Principal duties**

- 1) PA Support to the Director and Deputy Director for Apostolic Life.**
  - To manage and maintain the Director's electronic diaries, and to ensure the accuracy of the information recorded in it and shared across the team. To book rooms where necessary.

- To ensure that the Director & Deputy Director have all necessary paperwork and information in advance of meetings and engagements, liaising with other members of the team, Diocesan staff and external people and organisations as necessary.
- To monitor the Director's & Deputy Director's emails, noting major issues so as to be well informed in response to telephone or email inquiries. Re-direct enquiries or obtain further information, and act appropriately on any administrative matters that arise.
- To assist the Director & Deputy Director in arrangements/scheduling of probationary interviews and performance management reviews.
- To oversee the processing of all mail and correspondence arriving in the department.

**2) To act as the senior Administrator for the team providing a point of contact for all members of the Apostolic Life team and provide oversight and support to the other administrators.**

- To respond to telephone enquiries, and field appropriately.
- To schedule department meetings and away days – prepare and issue agendas, provide refreshments, take minutes and circulate documents to team members.
- Organise and supply a Team weekly movement schedule (in office) and via the online TEAMS Channel.
- Set staff up on TEAMS and manage channels for department.
- Update the Apostolic Life web pages on the diocesan website when required.
- Be the secondary administrator for the Mission Fund in case main administrator is not available.
- To develop and maintain good working relationships with those who work in The Palace, the Diocesan Office, the Cathedral Office and the Archdeacons' offices.

- To maintain an effective and comprehensive filing system in compliance with GDPR.
- To share in the hospitality of the office by welcoming visitors, making refreshments, washing up, and playing a part in arranging sandwich lunches when required.
- To provide Church House reception cover when required.
- Other duties broadly in line with these from time to time as instructed by the Director & Deputy Director for Apostolic Life

**3) To be the course administrator for the IME training programme.**

- Setup IME academic timetable in collaboration with the IME tutors.
- To organise, co-ordinate and produce resources for IME events, including residential.
- To post IME course material on the St. Augustine's College of Theology's curate Moodle pages, liaising particularly with their Registrar.
- To keep a record of the expenses and to prepare expense claims on a regular basis whilst maintaining the central budget sheet.
- To maintain Curate and Training Incumbent database.
- Track and chase IME reports and assignments and update tracker with all assignment marks.

**General responsibilities**

- The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

- The post holder is required to:
  - support the ethos, aims and objectives of the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management and appraisal;
  - engage in training and continuous professional development activities.
- The post holder may be required to travel across the diocese
- The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

**Review Date:**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

**PERSON SPECIFICATION**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	At least A level standard of education	√	
	Diploma level in secretarial, administration or a degree in some other (unrelated or related) field.		√
	Experience of working as an administrator in an academic setting.		√
	Experience in providing professional PA and administrative support at an Executive level.	√	
	Experience of proactively managing diaries, schedules and correspondence.	√	
	Demonstrate the ability to prioritise confidently and to handle matters confidentially and with discretion.	√	
	Experience and understanding of Church of England structures.		√
<b>Skills and Abilities</b>	Strong interpersonal skills – effective at building good working relationships with a wide range of people.	√	
	Excellent communication skills, both verbally and in writing. Highly professional telephone manner.	√	

	Ability to prioritise workloads.	√	
	Good organisational and administrative skills, working to a high standard of accuracy and attention to detail.	√	
	Confident and competent in the use of technology. IT literate with good working knowledge of software including, MS Office applications (SharePoint, Teams, Word, Excel and PowerPoint), TryBooking, Doodle Polls and other software required for the smooth running of the Apostolic Life team.	√	
<b>Personal Qualities</b>	A high level of integrity and discretion, handles confidential information with diplomacy and sensitivity.	√	
	Ability to work on own initiative.	√	
	Ability to work calmly under pressure.	√	
	In sympathy with the aims and mission of the Church of England.	√	