



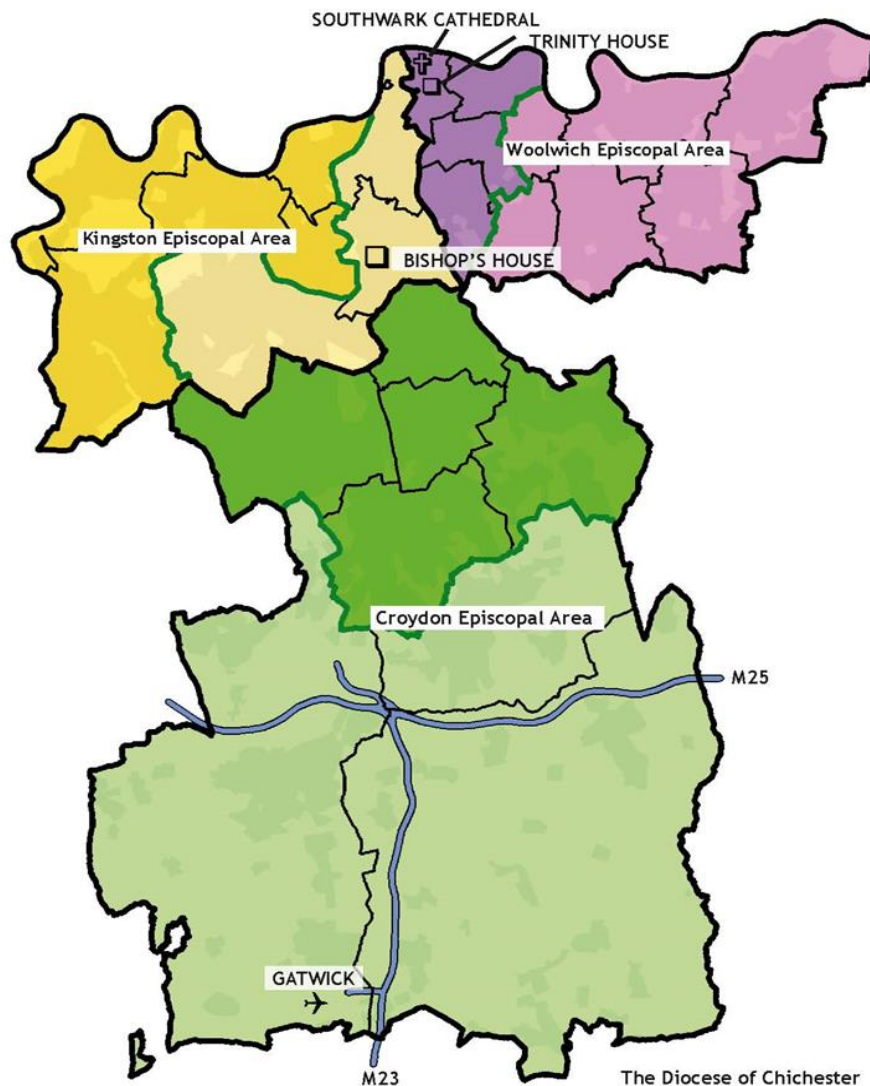
**The Diocese of
Southwark**

PA to the Archdeacons' of Kingston Kingston Episcopal Area Office

Job Information Pack

Closing date: 3rd December 2023

Interviews: 11th December 2023



Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability



The Diocese of
Southwark

Kingston Episcopal Area

Trinity House
4 Chapel Court
Borough High Street
London SE1 1HD

www.southwark.anglican.org

November 2023

Dear Applicant

Thank you for your interest in the role of Archdeacons' PA for the Kingston Episcopal Area Office. This is a vital role for us in providing administrative and organisational support that enables us to carry out roles.

There is a mixture of the routine, but very important work, in managing diaries, making sure that the right information is available to the right person at the right time, combined with the unique and unusual requests that come our way. You will find a real variety in the role, and no two days are the same.

You will have contact from a wide and diverse range of people, and your ability to deal with them in a calm and confident manner is important. Equally important is possessing good people's skills to build and maintain relationships at all levels.

We hope that you will find this role to be very rewarding, as it gives the opportunity to support the people in our parishes and make a real difference to their mission and ministry. You'll find out more about the Kingston Area on our website, <https://southwark.anglican.org/about-us/who-we-are/kingston-episcopal-area/>

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. To apply for the role, please complete the application form. Interviews for this position will take place 11th December 2023.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you.

Yours sincerely,

The Venerable John Kiddle
Archdeacon of Wandsworth

The Venerable Simon Gates
Archdeacon of Lambeth

Charmaine Douglas
Data Use and Office Process Administration Manager

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The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

| | |
|-----------------------------------|--|
| Job Title: | Archdeacons' PA and Office Manager, Kingston Episcopal Area |
| Location: | Kingston Episcopal Area Office (currently located at Trinity House, 4 Chapel Court, Borough High Street, SE1 1HW, while a new KEAO is identified) |
| Hours: | Based on 35 hours per week, Monday -Friday, with flexibility for very occasional evening meetings. |
| Day to day accountability: | Archdeacons of Wandsworth and Lambeth Day to day allocation of tasks, setting of priorities Review of immediate workload and forward planning of future work, led by Archdeacons of Wandsworth and Lambeth |
| Line Management: | Data Use and Office Process Administration Manager Provides support to the PAs where there are issues requiring wider organisational considerations, across Area Offices or departments. |

MAIN OBJECTIVES OF THE POST

The PA will provide project management, administrative and secretarial support to the Archdeacons of Wandsworth and Lambeth. The Kingston Episcopal Area works as a team and the Archdeacons' PA will be required to work with other members of the team and in particular the PA to the Bishop of Kingston. The PA is also the Office Manager for the Area Office and as such is responsible for ensuring the maintenance and smooth running of the office.

INTRODUCTION

Currently the KEAO is temporarily based in Trinity House until a new one is identified, possibly in the Wimbledon area. The Archdeacons' PA will need to have a high level of hospitality, a friendly and engaging telephone manner, and excellent people skills. The PA manages many interactions with clergy and parishes and is often the first port of call with the wider Diocese.

With a close eye for detail they manage the archdeacons' diaries, project manage events and speak on behalf of the archdeacons when organising their schedules. They need to take the initiative and be proactive in finding creative solutions when dealing with congested diaries.

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Flexibility is needed as the workflow is not always consistent and the two archdeacons at different times have different demands. Above all the KEAO works as a team and the PA must be an exceptional team player. While experience of parish life would be an advantage, the ability to learn and be empathetic are the key strengths the PA needs.

PRINCIPAL TASKS

PA role

- Provide a discreet, courteous and efficient first point of contact for all communication to the Archdeacons, showing pastoral sensitivity and tact. (The Archdeacons manage their own email inbox).
- Receive and prioritise a wide range of enquiries by phone, email and post, ensuring that queries are dealt with efficiently, sensitively and in a timely manner, giving information, initiating action, drafting responses and liaising with the Archdeacons as appropriate.
- In particular, to be the key point of contact for **Churchwardens** and **Parish Administrators** continuing and enabling peer to peer contact through the Churchwardens email forum and Administrators network.
- Liaise with other members of staff within the Diocese, ensuring information is passed to the relevant departments where necessary, being able to signpost and refer people on effectively is important.
- Meet visitors to the office in a hospitable manner (see introduction above), putting them at their ease, making tea and coffee etc.
- Always maintain complete confidentiality and integrity.
- Manage the Archdeacons' diaries in Outlook, subject to priorities and liaison with the Archdeacons, planning, negotiating and booking appointments, venues and dates on an annual/monthly/weekly/daily basis, making travel arrangements as required and keeping the Archdeacons up to date with changes.
- Ensure that the Archdeacons have the papers and other practical resources they need for meetings etc in paper and/or electronic form and in good time.
- Organise, develop and monitor processes for gathering information and collating returns as they are received; disseminating information as required. Areas of such work include Articles of Enquiry; Parish Officers and Churchwarden Certificates; Churchwardens' Training; Archdeacons' Visitation Services; Statements of Particulars; Parish Support Fund returns from parishes and follow up letters.
- Organise and monitor Ministerial Development Reviews (managing the MDR database) i.e. ensuring clergy are added to/deleted from the database as appropriate, arranging appointments, monitoring receipt of preparatory paperwork and return of completed Agreed Record Forms. Liaising with the IT and Ministry Departments & Training Department.
- Organise events including annual churchwardens' services, Churchwardens' training and Parish Administrators training - arrange venues, invites, order of services, check attendance, handbook, etc.
- Co-ordinate some one-off events - arranging suitable venues and catering, co-ordinating attendance and liaising with relevant parties.
- Oversee and be responsible for the administration and tracking of appointments in clergy vacancies. Liaise with Parish Representatives; liaise with the media in respect of advertising; receive applications, follow up references, liaise with candidates, patrons and parishes as necessary through to the licensing date. Ensure the monitoring of paperwork is recorded accurately. Set up the application process using Pathways.

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- Monitor, organise and track annual Church Inspections ensuring all paperwork related to inspections is prepared, sent and collated as required and that arrangements are made to fit with the Archdeacons' diaries. Ensure every church is visited on a tri-annual basis by the Archdeacon. Work with the Area Dean to ensure churches not on the Archdeacons' yearly list are visited.
- Liaise with colleagues, clergy, church leaders, other senior office holders, public bodies and members of the public as necessary.
- Attend TRIO meetings (Area Bishop and Archdeacons).
- Deal with matters of routine correspondence which do not require the Archdeacons' attention, drafting suitable replies where appropriate and requested. Brief the Archdeacons to enable them to reply to correspondence which requires their personal attention.
- Act as secretary to meetings convened by the Archdeacons/Bishop, where requested.
- Compile and send out e-mailings.
- Develop and maintain appropriate systems to ensure maximum administrative efficiency.
- Develop and maintain an efficient filing system for the Archdeacons, including confidential files, and keep it up to date in line with the requirements of the Data Protection Act.
- Ensure that all the office support systems and resources including stationery, reference books, week-ahead engagement/work file, information databases and IT software are up to date and functioning properly.
- Prepare documents, presentations and spreadsheets to support the Archdeacons' work, orders of service and interview and training packs.
- Progress arrangements relating to all aspects of the Archdeacons' work and keep records as required.
- Administer the **Mission Money Fund** - publicise the scheme, manage applications, keeping records of spend, provide summaries for the Archdeacons' approval and ensure parishes can claim grants. Follow up progress of projects.
- In the Archdeacons' absence, knowing what to answer, what to leave and to who to refer queries to.

Office Manager role

- Ensure that the office building is in full working order, liaising with the landlord, Trinity House, contractors and the cleaner, reading meters and arranging servicing of alarms/fire equipment/boilers etc. as necessary.
- Ensure that all office equipment is well maintained and kept in working order and replaced where necessary; this may involve undertaking some minor housekeeping tasks as well as liaising with the Diocesan office as necessary.
- Undertake regular fire drills and checks of fire equipment. Act as Fire Marshall and First Aider and undertake first aid training and Fire Marshall training as required.

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- Be responsible for maintaining and replenishing supplies of stationery, first aid supplies, refreshments and other consumables.
- Manage the office petty cash and make returns to the Finance Department.

General

- With suitable advance notice, attend occasional evening and weekend meetings to support the Archdeacons in their role.
- Undertake other tasks connected with the Archdeacons' role as are reasonably requested.
- Assist as necessary with lunches and other functions that occasionally take place in the Kingston Episcopal Office.
- In the absence of the PA to the Bishop, undertake any tasks which he may reasonably request to support him in his role.

Health and Safety (include any specific requirements relevant to the job)

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

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Person Specification

| <u>Essential</u> | <u>Desirable</u> |
|---|------------------|
| Qualifications | |
| <ul style="list-style-type: none"> A good standard of education | |
| <ul style="list-style-type: none"> A level of literacy to be able to draft emails and letters that are fluent, and use language that is appropriate to the culture and traditions of the Church of England | |
| Experience | |
| <ul style="list-style-type: none"> Be well organised, used to managing conflicting demands, and be able to prioritise time and resources effectively, often within tight deadlines (which may mean being available at flexible hours). | |
| <ul style="list-style-type: none"> Have experience of planning and managing projects over an extended period of time. | |
| <ul style="list-style-type: none"> Worked in roles that require the ability to work on initiative, where tasks are not always planned or routine, and flexibility of approach has been required. Take the initiative in planning, organising and anticipating needs in close cooperation with the Archdeacons, and in setting recurring tasks in action. | |
| <ul style="list-style-type: none"> Have experience of working effectively in a team environment. | |
| <ul style="list-style-type: none"> Have an understanding of the office management role and ways of fulfilling it effectively. | |
| Skills and Knowledge | |
| <ul style="list-style-type: none"> Have good spoken and written language skills and an excellent telephone manner. Be competent in MS Word, Excel, Outlook and PowerPoint and have the capacity to use the internet well and to learn other Diocesan systems. Able to fully utilise the information technology that is available, with the desire to exploit the potential of the IT packages that are available, to seek creative IT solutions. Able to utilise social media as a tool for communication and networking Be accurate and demonstrate good attention to detail in their work. | |
| <ul style="list-style-type: none"> Note-taking skills and ability record meeting minutes. | |
| <ul style="list-style-type: none"> Able to gain information from databases, and summarise information in simple formats | |

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| Personal Qualities and Behaviours | |
|---|--|
| <ul style="list-style-type: none"> • Have good interpersonal skills, diplomacy and sensitivity combined with calmness, tact, and good humour. | |
| <ul style="list-style-type: none"> • Be able to guarantee confidentiality and discretion in relation to people and information. | |
| <ul style="list-style-type: none"> • Gives confidence and assurance to others that they understand what they require, and will take the appropriate action. | |
| <ul style="list-style-type: none"> • Clear about personal and professional boundaries | |
| <ul style="list-style-type: none"> • Able to exercise tact, diplomacy and sensitivity | |
| <ul style="list-style-type: none"> • A good team player - takes a flexible approach to tasks, with understanding of others priorities and able to adapt to their own | |
| <ul style="list-style-type: none"> • A genuine commitment to learn and grow in a role | |
| <ul style="list-style-type: none"> • Demonstrate empathy and patience under pressure | |
| <ul style="list-style-type: none"> • Welcoming and friendly, able to create a good rapport | |
| <ul style="list-style-type: none"> • Be enthusiastically committed to working with the Archdeacons, the Bishop and the PA to the Bishop to serve the parishes of the Kingston Episcopal Area. | |
| <ul style="list-style-type: none"> • Be strongly supportive of the aims and objectives of the Christian Church and have due regard for the traditions of the Church of England and/or churches affiliated to Churches together in England. | <ul style="list-style-type: none"> • Worships at a church within the Church of England. • Knowledge of the structures and terminology of the Church of England |

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DIOCESE OF SOUTHWARK

PA to the Archdeacons' of Kingston
Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be an office located in the Kingston Area, although currently based at Trinity House.

Salary

The post salary is £34,755.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday - Friday. Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

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Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

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2. Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.

Background Information to the Kingston Episcopal Area

The Kingston Episcopal Area covers the London Boroughs of Lambeth and most of the Wandsworth. The episcopal area is divided into eight deaneries (5 in Wandsworth and 3 in Lambeth), and then further divided into parishes.

The Kingston Episcopal Area is the richly varied part of London between Waterloo and Kingston upon Thames covering 10 parliamentary constituencies and the London Boroughs of Lambeth, Wandsworth, Merton, Kingston and Richmond. Its many landmarks include Lambeth Palace, the London Eye, Waterloo Railway Station, Battersea Dogs' and Cats' Home, the Royal Botanical Gardens at Kew, the All-England Tennis Club at Wimbledon, the Oval, Merton Abbey Mills, Brixton Market, Richmond Park and the headquarters of many global organisations such as Christian Aid.



The Area has 8 Deaneries and 104 parishes with 129 church buildings across the two Archdeaconries of Wandsworth and Lambeth. There are 4 Church Secondary Schools and 24 Church Primary Schools. Also, within the Area are Prisons, Hospitals, other related organisations.

The Kingston Area Mission Team seeks to provide advice and encouragement to the parishes and Deaneries within the Kingston Episcopal Area. The Bishop of Kingston, the Archdeacon of Wandsworth and the Archdeacon of Lambeth seek to work closely together as a “Trio” in supporting parishes, clergy and lay ministers, and to engage with communities and civic authorities across the area. The Archdeacons play a pivotal role in supporting their clergy and dealing with property related matters in the parishes.



The Kingston area is comprised of stipendiary clergy, non-stipendiary clergy, readers and Southwark Pastoral Auxiliaries.

The Kingston Episcopal Area Office is currently located at Trinity House, (for an initial period), with a permanent move to a location in Kingston episcopal area.

The Bishop of Southwark is in overall charge of the Diocese. The Bishop's staff, comprising the Area Bishops, other senior clergy and lay staff, meet approximately bi-monthly to oversee the development of the overall mission strategy of the Diocese.



SOUTHWARK VISION 2017 -2025 HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.

Diocesan Staff Values

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DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.