

JOB TITLE: Personal Assistant to the Archdeacon of Oxford
GRADE: Band N
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Oxford Area Office
LINE MANAGER: Archdeacon of Oxford
ACCOUNTABLE TO: Archdeacon of Oxford
RESPONSIBLE FOR: N/A
LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review.

JOB PURPOSE

To provide a confidential PA, secretarial and admin service to the Archdeacon of Oxford who is responsible for the Church of England clergy and parishes in the Oxford Archdeaconry and for Chaplains and Inter-faith Concerns across the Diocese of Oxford. The Archdeacon is also a Residentiary Canon of Christ Church.

The Archdeacon works closely with the Bishop of Oxford and is a member of the Senior Staff team of the Diocese of Oxford.

PRINCIPAL ACCOUNTABILITIES

1.	To provide a confidential PA secretarial and administrative service to the Archdeacon of Oxford, and Associate Archdeacon of Oxford as required, including diary management and event organisation.	50%
2.	To oversee the smooth running of the Oxford Archdeaconry office.	25%
3.	To minute and act as Secretary to the Committee for Interfaith relations, Oxford Archdeaconry Area Deans and Lay Chairs and other Oxford Area Team meetings as required.	20%
4.	To undertake wider agreed tasks that support the work of the department and their own professional development	5%

DUTIES AND RESPONSIBILITIES

1. To provide a confidential PA, secretarial and administrative service to the Archdeacon of Oxford, and Associate Archdeacon of Oxford as required, to include:

- To act as the first point of contact for the Archdeacon
- To facilitate the induction process for any new Archdeacon as appropriate
- To deal with correspondence, incoming telephone calls and emails on behalf of the Archdeacon as requested and when he is away from the office
- Manage the Archdeacon's diary, booking meetings with a range of parties and bringing urgent matters to the Archdeacon's attention
- Prepare letters, emails, agendas, and minutes where required
- Update the Associate Archdeacon's diary with relevant meetings and appointments
- To prepare papers for appropriate committees to enable the Archdeacon to deal with work in a timely manner
- To offer hospitality for meetings and visitors to the office
- To arrange and manage events on behalf of the Archdeacon for clergy and lay members of the Archdeaconry, Chaplains and Interfaith representatives

2. To oversee the smooth running of the Oxford Archdeaconry office

- Maintain both electronic and paper filing systems in the office
- Maintain and distribute the clergy Movement Forms and arrange licensing appointments
- Coordinate the clergy appointments process in close liaison with the Bishop of Oxford's office, registry, patrons and parishes, including advertising, communication with candidates and interviewing arrangements
- Maintain and update records of Archdeaconry Churchwardens and Clergy on the Contact Management System (CMS) and clergy records on the National Register (People System), liaising with other bishops' and archdeacons' offices as appropriate.
- Develop and maintain a mailing list for both Diocesan Chaplains and Presence & Engagement Clergy
- Produce periodic email newsletters for Archdeaconry clergy, churchwardens, chaplains and P&E/interfaith clergy and contacts
- Assist the Archdeacon in the administration of various grant making funds, including various charities for the benefit of the clergy and churchwardens e.g. Oxford Clergy Charity, Archdeacon's Building Grants, Warner Bequest Fund grants, and Common Vision Development Fund Applications
- Set up and track progress of annual Ministerial Development Reviews and Pastoral Conversations in association with the Bishop of Oxford's Office
- Facilitate preparations for the annual Oxford Archdeaconry Visitation Service, including preparation and dissemination of Visitation papers and collation of churchwardens declarations
- Update diocesan website with chaplaincy, interfaith and churchwarden details
- Arrange and facilitate Parish inspections with either the Archdeacon or Associate Archdeacon

3. To minute and act as Secretary to the Committee for Interfaith relations, Oxford Archdeaconry Area Deans and Lay Chairs, and Archdeacons' meetings and other meetings as required.

- Draft agenda items with Archdeacon and send out Agenda prior to meetings
- Book meeting rooms or send out invitations accordingly (whether in person or online)
- Invite / remind attendees of meeting dates in timely fashion
- Take notes during the meetings, type up and distribute once minutes have been agreed with Archdeacon

4. To undertake wider agreed tasks that support the work of the department and their own professional development.

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies including:
 - Health and safety
 - Dignity and respect in ministry and at work
 - Equality, diversity and inclusion
 - GDPR
 - Safeguarding

DIMENSIONS

- To be the first point of contact for the Oxford Archdeaconry which includes 65 Church wardens, 2 Deaneries, 27 Stipendiary Clergy, 18 SSMs, 14 LLMs
- To deal with all aspects of vacancy management, including appointments, producing statements of particulars and licensing for the above
- To process up to 20 grant applications per annum
- To maintain efficient communications with key people in Church House Oxford around Stipend, HR and Trusts work

PLANNING & ORGANISATION

- The Archdeacon's diary is maintained by the Archdeacon and the job holder together. The job holder will ensure that the Archdeacons diary commitments are communicated as appropriate.
- To oversee and administer the process of annual Ministerial Development reviews undertaken by the Archdeacon
- In conjunction with the Archdeacon, plan the year's events ahead in advance, ensuring that all big events throughout the year are scheduled with the appropriate plans in place, with the relevant people invited etc.
- Organise and prioritise the workload and work, largely unsupervised.

DECISIONS

- Make decisions in terms of diary management and meeting acceptance for the Archdeacon and Associate Archdeacon based on outlook calendar
- Prioritise the daily workload according to relative urgency required
- To respond to telephone calls and emails when the Archdeacon is out of the office, making appropriate decisions and signposting people to solve problems or get suitable advice

CONTACT WITH OTHERS

Internal:

- Bishops and support staff especially the Bishop of Oxford's office
- Archdeacons / Associate Archdeacons and support staff
- Associate Archdeacon of Oxford
- Departmental staff at Church House Oxford
- Visitors to the Archdeacon

External

- Area Deans and Associate Area Deans (Oxford and Cowley)
- Clergy
- Churchwardens
- Diocesan Registry
- Lay members of the Diocese
- Interfaith contacts
- Staff at Christ Church
- Patrons
- Members of the media
- Members of the public
- External agencies/contractors/suppliers

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Excellent interpersonal skills
- Excellent secretarial and administrative skills
- Experience in organising formal meetings including the preparation of agendas, taking minutes for distribution, and follow up
- Experience of managing a busy diary
- Experience of event organisation
- Good standard of keyboard and typing skills
- Good working knowledge of Microsoft Office including Outlook, PowerPoint, Excel and MS Teams
- Ability to prioritise work to ensure deadlines are met

- Flexible approach to work with an ability to change priorities, depending on workload
- Able to maintain a high level of confidentiality and discretion
- Able to act proactively, manage projects and make decisions within agreed guidelines
- Ability to communicate with people at all levels and offer hospitable welcome to all visitors and guests
- To have a friendly and efficient telephone manner
- Ability to work efficiently as part of a small team and work unsupervised and sometimes in isolation
- High degree of accuracy in work with good attention to detail
- Have an understanding of and empathy for the work of the Church of England

Desirable

- Have an understanding of the Parochial and Chaplaincy work of the Church of England
- Proven experience of working for at least 2 years in a PA/EA secretarial role

GENERAL INFORMATION

Band	Salary Band N
Remuneration	<p>Salary - £ 29,906.51 pro-rata per annum (£22,631.75 actual)</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>28 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.

Notice period	1 month from either side, or the statutory minimum (whichever is greater).
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NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: End of probationary period