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at the heart of every community

## **Personal Assistant to the Archdeacon of Rochdale**

Grade / Salary: Diocesan Pay Scale Band 2.2 - 3.1 (pro rata of £21,069 - £23,594  
actual pay £12,039 - £13,482)

Hours of work: Part Time - 20 hours per week

Normal place of work: Church House, 90 Deansgate, Manchester, M3 2GH

Reporting to: Executive Assistant to the Chief Operating Officer and Diocesan Secretary

### **Purpose**

To provide excellent secretarial and administrative support to the Archdeacon of Rochdale, by maintaining office systems, dealing proactively with correspondence and enquiries and ensuring that the Archdeacon is well prepared about issues and well prepared for meetings.

### **Background Information**

The Diocese of Manchester is the Church of England in Bolton, Bury, Leigh, Manchester, Oldham, Rochdale, Salford and parts of Rossendale, Stockport, Tameside and Trafford. To find out more about the unique make-up of the diocese and its diverse activities, visit the website: [www.manchester.anglican.org](http://www.manchester.anglican.org)

The Archdeacon of Rochdale is part of the Bishop of Manchester's Leadership Team and plays a significant role in developing and delivering the Church's mission in the Diocese of Manchester. The Archdeacon deals with a range of matters including parishes in vacancy, church buildings, parsonages, care of clergy, recruitment and finance. They can also hold roles on a number of committees.

### **Accountability**

The post is overseen by the Archdeacon of Rochdale but formally line-managed by the Executive Assistant to the Chief Operating Officer and Diocesan Secretary.

## **Key Tasks**

- Maintain and develop appropriate systems, including IT systems, to ensure maximum administrative efficiency
- Manage the Archdeacon's diary and programme including all appointments, services, travel arrangements, formal and informal events, meeting venues/ online meeting arrangements
- Prepare the Archdeacon's papers on a weekly basis: maintain an efficient system for tracking papers and ensure that all papers for meetings are gathered together
- Deal with official correspondence including email and post, sorting appropriately, noting appointments and drafting standard replies
- Produce letters and correspondence on behalf of the Archdeacon
- Ensure that telephone enquiries are answered promptly and warmly; keep an appropriate log of telephone calls
- Manage and keep proper records of the Archdeacon's expenses account
- Manage, under the supervision of the Archdeacon, processes relating to clergy appointments, including communication with parties involved, advertising, vacancy meetings and interview arrangements
- Welcome all visitors (virtually and in person) and arrange catering as necessary
- Ensure that office equipment is maintained and properly equipped, ordering supplies as necessary
- Maintain good working relationships with the staff throughout the Diocese including PA's to Archdeacons in the Diocese of Manchester, the Bishop of Manchester's Office, the Suffragan Bishops' Offices, staff of the Diocesan Office, of the Boards and Committees and of the Cathedral
- Maintain excellent relationships with the clergy, readers and lay church officers of the Archdeaconry
- Undertake such other duties as may be necessary for the Archdeacon's work and ministry

## **Additional Information**

The hours worked will be set through negotiation with the Archdeacon of Rochdale. It is anticipated that the 20 hours will be worked over 4 days (9.30am to 3.00pm with a 30-minute lunchbreak). There is some flexibility as to which days are worked but they will ideally include Mondays and Fridays. A flexi-time system is in place and some variation will be possible.

## Person Specification

**Key:** (AF) Application Form; (I) Interview

	Essential requirements	Desirable requirements	Method of assessment
<b>Qualifications</b>			
Educated to GCSE level or equivalent	✓		AF
A qualification in business administration		✓	I
<b>Experience</b>			
Experience of working in an administrative capacity in an office environment	✓		AF/I
<b>Knowledge and Skills</b>			
Excellent organisation skills with the ability to prioritise task	✓		AF/I
Excellent communications skills (verbal and written), including telephone skills	✓		AF/I
Excellent IT skills including spreadsheets, word processing, data bases and email (Microsoft Office)	✓		AF/I
Numeracy skills	✓		AF/I
Total discretion in handling confidential material	✓		AF/I
Good interpersonal skills	✓		AF/I
Ability to deal tactfully and sympathetically with the laity and clergy of the Diocese	✓		AF/I
Ability to work on own initiative and develop new systems	✓		AF/I
Knowledge of the structures of the Church of England (or willingness to acquire)	✓		AF/I
An appreciation of the diverse communities in the Diocese	✓		AF/I
<b>Personal Qualities</b>			
Sympathy with the aims and values of the Church of England	✓		AF/I

<b>Work-related Circumstances</b>			
Able to work flexibly, including occasional evenings and weekends with prior notice	✓		I
Willingness to travel to meetings within the Diocese	✓		I
Holds full UK driving licence		✓	I
Willingness to undertake training as required	✓		I

### **Summary of Terms & Conditions of Employment**

Employer	Manchester Diocesan Board of Finance (MDBF)
Line Manager	Executive Assistant to the Chief Operating Officer and Diocesan Secretary with day to day direction from the Archdeacon of Rochdale
Probation	Appointments subject to a 6-month probationary period
Location	Church House, Deansgate
Hours	Part time (20 hours per week)
Salary	Diocesan pay scale band 2.2 – 3.1 (pro rata of £21,069 - £23,594, actual pay £12,039 - £13,482)
Pension	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product