

Archdeacon Support Assistant

JUBILEE HOUSE
Diocese of Southwell & Nottingham



VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

ROLE PROFILE

The Archdeacon Support Assistant's responsibilities consist of providing high quality administrative and organisational support to the Archdeacons & Associate Archdeacons, under the oversight of the Archdeacon Support Officer, enabling the effective delivery of their responsibilities across their archdeaconries and respective areas of responsibility in line with the overarching Diocesan Vision. This includes providing administrative support of clergy vacancies, Archdeacon's email and diary management, supporting Archdeacons with on-going clergy support, supporting annual visitations, supporting finance and expense processes, support Archdeacons with administration of Quinquennial Inspections and general administrative support.

The role requires discretion, attention to detail, a good understanding of church structures, document handling, data entry, filing, and correspondence, ensuring confidentiality and accuracy.



TERMS OF EMPLOYMENT

Title	Archdeacon Support Assistant
Reports to	Archdeacon Support Officer
Location	Jubilee House, Southwell
Working hours	35 hrs/week
Salary	£26,283 to £27,965 depending on experience.
Contract	Permanent (Full Time)
Pension contribution	Employer contribution of 10%
Annual leave	25 days + bank holidays and 5 company-wide discretionary days

KEY RELATIONSHIPS

Archdeacon Support Officer, Archdeacons, Associate Archdeacons, Programme Management Office, Jubilee House Departments, Bishops' Office, Deanery Teams, Diocesan Clergy, Diocesan Registry, Parish volunteers, staff and members of the public.

MAIN ACTIVITIES AND RESPONSIBILITIES

PROVIDE ADMINISTRATIVE SUPPORT THROUGHOUT THE CLERGY VACANCY PROCESS

- Support the Archdeacon Support Officer in maintaining and progressing the clergy vacancy tracker, liaising with relevant stakeholders and gathering key information to ensure records remain accurate and up to date.
- Support recruitment processes in collaboration with HR, Comms and parishes, including:
 - Assisting with the development of recruitment timelines.
 - Organising meetings with parish profile writing teams.
 - Collating and proof-reading documentation for advertisement.
 - Circulating applications to interview panel members.
 - Preparing and printing interview packs.
 - Liaising with parishes to organise interview days.
- Support the issuing of Statements of Particulars (SOPs) and the collation of information for appointment announcements in conjunction with the Archdeacon Support Officer.
- Update the People System with Clergy appointments and movements.
- Arrange review meetings between the Archdeacons and newly appointed clergy.

PROVIDE SUPPORT WITH THE ARCHDEACONS' EMAIL AND DIARY MANAGEMENT

- Respond to and manage email enquiries that have been delegated.
- Schedule meetings in line with established calendar structures.
- Liaise regularly with parishes and other stakeholders regarding diary requests and scheduling matters.
- Attend the weekly Archdeacons' Team meeting, recording actions and contributing agenda items where appropriate.
- Work closely with the Archdeacon Support Officer to ensure alignment in scheduling, priorities and ongoing matters.

PROVIDE ADMINISTRATIVE SUPPORT TO THE ARCHDEACONS IN RELATION TO CLERGY MATTERS

- Assist with clergy-related HR administration, including the processing of sickness notes, annual leave requests and general enquiries.
- Act as a point of contact for clergy, church officers and parish administrators on behalf of the Archdeacons and Associate Archdeacons, taking messages and triaging enquiries as required.

SUPPORT THE PLANNING AND DELIVERY OF THE ARCHDEACONS' ANNUAL VISITATIONS

- Work alongside the Archdeacon Support Officer to coordinate annual visitation services.
- Arrange venue bookings and assist with service preparation and administration.

MAIN ACTIVITIES AND RESPONSIBILITIES CONTINUED

PROVIDE ADMINISTRATIVE SUPPORT FOR FINANCIAL AND TRAVEL-RELATED MATTERS

- Arrange travel and accommodation bookings where required.
- Coordinate hospitality arrangements, including catering, lunches and external meeting venues.
- Process sequestration forms received from parishes and expense claims submitted by Area Deans.

SUPPORT THE ARCHDEACONS WITH THE ADMINISTRATION OF QUINQUENNIAL INSPECTIONS

- Liaise with churches and the DAC Secretary to chase Quinquennial Inspection arrangements.

PROVIDE COMPREHENSIVE ADMINISTRATIVE SUPPORT TO THE ARCHDEACONS AND ASSOCIATE ARCHDEACONS

- Undertake general administrative duties including filing, document management, printing, photocopying, handling post and preparing correspondence.
- Draft documents and type up notes as required.
- Under the direction of the Archdeacon Support Officer, prepare and circulate meeting agendas and take accurate minutes.
- Maintain records and assist with the tracking and monitoring of complaints.

PERSON SPECIFICATION

PERSON CHARACTERISTICS

- Proven administrative experience.
- Excellent organisational and time management skills working to a high standard of accuracy and attention to detail.
- Excellent communication and interpersonal abilities- effective at building good working relationships with a wide range of people
- High level of discretion and ability to handle confidential information appropriately.
- Confident and proficient in the use of technology with an excellent working knowledge of software including MS Office applications (SharePoint, Teams, Word, Excel and PowerPoint. Competency in Microsoft Office (Word, Excel, Outlook) and general office technology.
- Attention to detail.
- Familiarity with Church of England governance, terminology, and processes [desirable]
- A full clean driving licence and own transport will be required
- An understanding of and sympathetic to the life and work of the Church of England.

EDUCATION AND EXPERIENCE

- Educated to A level standard including GCSE English and Maths
- Further education in administration or related fields [desirable]





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