

**Archdeaconry Assistant**

**for Taunton Archdeaconry**

**Application Pack December 2021**

Contents

Recruitment Timeline 3

The Diocese of Bath and Wells 4

Further information 5

Job Description 6

Person Specification 8

Main Terms and Conditions 9

Contact details

**Human Resources**

Enita Andrews

Ph: 01749 685 113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

Dear applicant

Thank you for your interest in the post of Archdeaconry Assistant with the Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Enita Andrews

**HR Manager**

**Applications**

Applications must be received by **midday Friday 3 December 2021.** Application forms, with a covering letter no more than one side of A4describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

**Interviews**

Interviews will take place in Taunton on **Friday 10 December 2021.** Further details regarding the selection process will be communicated at the time applicants are invited for interview.

**Safeguarding**

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

* Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
* Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
* Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



**The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country.  The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways, caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change including a recent move to new Diocesan Offices and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

* To place mission and evangelism at the heart of all we do.
* To re-align our ministry resources towards mission.
* To identify, develop, and release the gifts of all our people.

**Additional Information**

The role is to provide support to parishes, deaneries, clergy and church officers in Taunton Archdeaconry, primarily through support to the Archdeacon of Taunton. There are similar roles in the archdeaconries of Bath and of Wells and the post holder will link closely with those who are archdeacons’ PAs in those areas. How support is offered to deaneries and parishes is evolving and the post holder will need to be adaptable in the light of future developments.

**Taunton Archdeaconry**

The Taunton Archdeaconry covers the south and west of the diocese from north of Bridgwater southwards to Exmoor’s Doone Valley and along the border with Devon to Crewkerne. It contains 6 deaneries, nearly 200 churches and over 80 clergy.

**Reader Ministry**

There are 159 licensed Readers in the Diocese and 75 with Permission to Officiate. The post holder supports the administrative functions associated with the Archdeacon’s role as Warden of Readers and is responsible for ensuring paperwork for licensed Readers is up to date. Alongside Archdeaconry Wardens and Assistant Wardens of Readers the post holder offers support to, and deals with queries, from Readers.

20% of the overall role is given to this work of supporting Reader ministry.

**Working Environment**

The current post is primarily based in the Archdeacon’s office in West Monkton, which is within a family home. The post holder will need to make visitors to the Archdeacon’s office welcome.

The pandemic has shown a variety of ways of working. A balance of home and office based working is possible so long as the needs of the post are met.

The Diocesan office is in Wells, so attendance at meetings in Wells will also be necessary and as the way in which the archdeaconries are supported is evolving there may be an increased need for such working in Wells. In addition it will be necessary to arrange and attend occasional meetings across the archdeaconry.



## Job Description

|  |
| --- |
| **POST:** Archdeaconry Assistant for Taunton Archdeaconry |

|  |
| --- |
| **Our vision**  In response to God’s immense love for us, we seek to be God’s people living and telling the story of Jesus. |

|  |
| --- |
| **Key Purpose of the Post**   * provide comprehensive administrative support to the Archdeacon in serving the parishes of the archdeaconry * work alongside other diocesan staff to support parishes and deaneries connecting to the wider Diocesan Support Staff in supporting the evolution of archdeaconry working * be a first point of call for enquiries from clergy, parishes and deaneries: able to offer advice and signposting. * Provide effective administration for Reader ministry across the diocese (20%) |

|  |
| --- |
| **LOCATION:** The normal place of work will be the Archdeacon’s office in West Monkton with the possibility of some home working by arrangement. There will be an expectation to be at the Diocesan offices in Wells from time to time and to attend occasional meetings across the Archdeaconry |

|  |
| --- |
| **REPORTING TO:** Archdeacon of Taunton |

|  |
| --- |
| **HOURS OF WORK:** Full Time, 36 hours per week Monday - Friday |

|  |
| --- |
| **KEY RELATIONSHIPS:**  The Archdeacon of Taunton  The Area Deans and Lay Deans of the Taunton Archdeaconry  The Clergy, Churchwardens and officers of the Archdeaconry  Archdeaconry Support Team  The Archdeacons of Wells and Bath and their PAs  The Bishop’s Office  The Staff  Diocesan Support staff  The DAC, Registrar and Registrar’s Office  Readers in the Diocese  Lay Ministries Enabler  Archdeaconry Wardens of Readers |

|  |
| --- |
| **Main Duties & Responsibilities:**     * Provide high quality administrative support to the Archdeacons; a discreet, courteous, efficient and informative first point of contact for clergy and lay officers. Respond to enquires or direct to relevant person * Contribute to developing a more focused way of working across the archdeaconry linking with Archdeaconry Deanery& Parish Development Adviser, Growing Faith and Everyday Faith Adviser and School Effectiveness Adviser * Receive and prioritise a wide range of enquiries by phone, email and post, drafting responses or redirecting/liaising with the Archdeacons as necessary * Keep accurate notes, correspondence and records, and place on file as appropriate * Develop and maintain an efficient electronic filing system for the Archdeacons, including confidential files, keeping files up to date in line with the requirements of UK GDPR * Support with planning, responding to enquiries and general administration * Collaborate with other administrative and support roles in diocesan support services * Ensure that the Archdeacon has necessary paperwork for meetings on a weekly basis: maintain an efficient system for tracking papers and ensure that all papers for meetings are gathered together. * Efficiently administer Archdeaconry work including Vacancies, Archdeacons Visitations, work relating to DAC and Ministerial Development Reviews * Build effective relationships with key people across the Archdeaconry including incumbent clergy, Lay Officers and parish volunteers as well as Diocesan Support services and Bishops and Archdeacons offices * On an occasional basis be responsible for hospitality and for taking notes at meetings. * Administration of Reader ministry in the diocese including Reader licences, , meetings of Archdeaconry Wardens of Readers and Lay Ministries Enabler, liaising with safeguarding department, Readers’ Council. * Work in a way that is mindful of Diocesan policies and ethos * Undertake other reasonable duties as may be required   **Future Role Development**  The Diocese of Bath and Wells is in the process of reshaping some of its roles and administrative practices. There will be an opportunity for the individual to help shape new practices. It should also be noted that some of the role areas listed above might be amended in the near future in the light of overall Diocesan reshaping. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Education at least to A level/NVQ 3 or equivalent, including, admin, business or secretarial qualifications * Skilled user of Microsoft Outlook, Word, Excel, and PowerPoint and Teams * Experience of working in a people focused environment | * Understanding and experience of Christianity and the Church of England * Some experience of working with parishes/ deaneries |
| **Skills, Competencies and Abilities** | * Ability to communicate in a clear and concise manner verbally and in writing. * Ability to handle difficult pastoral situations * Strong organisational skills * Ability to advise and support others. * Attention to detail * Able to keep confidentiality. * Team worker | * A problem solver |
| **Work Related Personal Qualities** | * Confident and comfortable in dealing with church and other people. * Willing to learn * Diplomatic and tactful * Self-motivated and self-driven ,able to sustain periods of lone working * Able to work at times from a family home * In sympathy with the aims, values and ethos of the Diocese of Bath and Wells and of the mission and ministry of the Church of England. |  |

**Main Terms and Conditions**

|  |  |
| --- | --- |
| Hours of Work | 36 hours per week  Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. (Full time hours are 36 hours per week). Some weekend and evening work will be required. |
| Salary | £19,500 per annum |
| Pension | Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee’s pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| Holiday | 25 days per calendar year plus bank holidays.  The holiday year runs from 1 January to 31 December.  Additional discretionary days are given at Christmas and Easter. |
| Expenses | All reasonable working expenses will be met at the agreed Diocesan rates. |
| Probation | This post will be subject to a 6 month probationary period. |