

Diocese of Leicester – Executive Assistant to the Archdeacons

Additional Information

Thank you for your interest in the post of Archdeacons' Executive Assistant. In this document you will find some general information about the role along with information about how to apply. The job description and person specification are contained in a separate document.

If you google 'what does an archdeacon do' you can find descriptions such as these:

- a high-ranking clergyperson who works as an assistant to a bishop; and
- Archdeacons serve the church in part of a diocese by taking particular responsibility for all buildings, the welfare of clergy and their families and the implementation of diocesan policy for the sake of the Gospel.

What can be said with certainty is that the two archdeacons in the Diocese of Leicester are very busy. The role of the Executive Assistant is to give them and the Assistant Archdeacons excellent executive support as they undertake their roles in relation to local church ministry. The role will involve diary and correspondence management, minuting meetings, handling administrative arrangements for clergy appointments and much else besides.

The Executive Assistant will also work closely with the Bishop's office and with the Chief Executive's office, including playing a part in the wider administration and office management tasks of the organization.

We're looking for somebody with excellent administration and interpersonal skills, who can take advantage of technology to make processes more efficient. Knowledge of the Church of England is an advantage, but we are keen to invite applications from as wide a pool of excellent candidates as possible.

More information about the Diocese of Leicester can be found on our website:

<https://www.leicester.anglican.org/>

If you don't know much about the Church of England then the C of E website may also be a useful source of information:

<https://www.churchofengland.org/>

How to apply

Applicants are required to apply through the Pathways recruitment website.

The names of three referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment. References will be taken up after interview.

The closing date for applications is 12 noon on Monday 31st March.

For an informal conversation about the post you can speak to Claire Wood on 0116 261 5321.

Shortlisting will take place in the days following the closing date and every effort will be made to contact applicants as soon as possible after that date.

Interviews will take place at St Martins House in central Leicester on 16th April.

Other Information

Employment status This is a permanent post. The Archdeacons' Executive Assistant will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ.

Salary £28-30k per annum depending on experience and qualifications.

Hours This is a full-time post (35 hours per week). Normal working times are 8.30am to 4.30pm Monday to Friday.

Flexible working This role requires regular attendance at the office, but working from home 1 day a week is a possibility.

Pension Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.

Annual leave 25 days plus Bank Holidays.

Probationary period 3 months

Anticipated start date 1 June 2025

The successful applicant will also need to provide proof of right to work in the UK before taking up post.

We encourage applications from UKME/GMH candidates, who are currently under-represented in the organisation.