



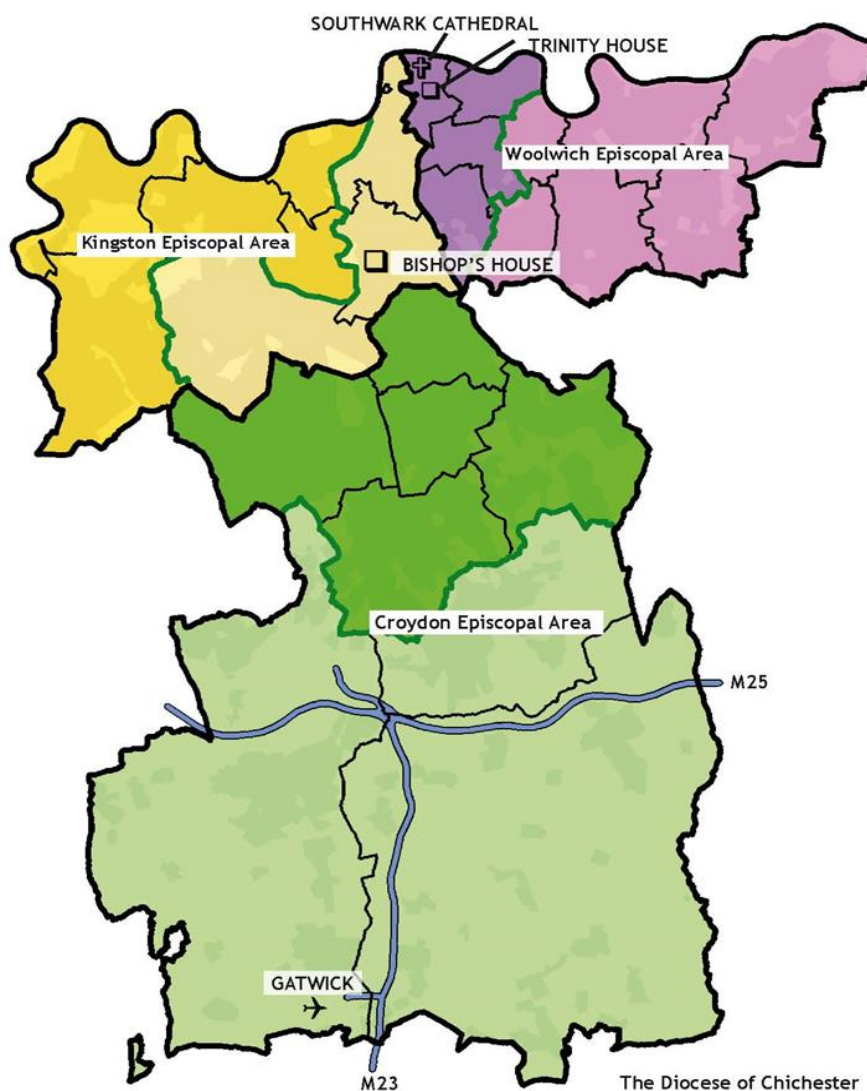
**The Diocese of  
Southwark**

## Personal Assistant to the Bishop of Kingston

### Job Information Pack

*Closing date: 19<sup>th</sup> September 2023*

*Interviews: 6<sup>th</sup> October 2023*





## The Diocese of Southwark

### The Diocese of Southwark

#### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

### JOB DESCRIPTION

<b>Job Title:</b>	Personal Assistant to the Bishop of Kingston
<b>Hours of work:</b>	Based on 35 hours per week, Monday - Friday
<b>Location:</b>	Normally at the Kingston Area Episcopal Area Office (KEAO) with the flexibility to work from the Bishop of Kingston's House as required. (At present, the KEAO is based at the Diocesan Office while a new KEAO is identified)
<b>Reporting To:</b>	The Bishop of Kingston <ul style="list-style-type: none"><li>• Allocation of tasks, setting priorities and leadership</li><li>• Review of workload, forward planning of work,</li><li>• Leadership, teamwork and culture of the KEAO</li></ul>

#### Purpose of role

The primary role of the PA is to provide administrative and secretarial support to the Bishop of Kingston. The Kingston Episcopal Area also works as a team and the Bishop of Kingston's PA will be required to work with other members of the team and, in particular, with the PA to the Archdeacons. In addition, the PA to the Bishop of Kingston works collaboratively with the Diocesan Bishop's Office.

The purpose of this role also includes establishing positive and constructive relationships with clergy, lay leaders and civic partners across the Kingston Episcopal Area and within the KEAO team.

#### Indicative detailed duties and responsibilities

##### Co-ordination:

- Maintain the Bishop of Kingston's diary with a focus on the demands of the Kingston Episcopal area and balancing this with their Diocesan and national responsibilities.
- Make day-to-day appointments for the Bishop, subject to priorities and as requested by the Bishop.

- Ensure that papers relating to meetings etc. are provided in sufficient time, digitally or in hard copy, as requested by the Bishop.
- Oversee the production of orders of service, interview, timetables and other documentation where required for licensing and other services led by the Bishop of Kingston.
- Arrange visits, including overseas travel when necessary and ensuring documentation and itineraries are in place.
- Planning and making the arrangements for the clergy study day and other conferences and training days for lay and ordained leaders across the Episcopal Area in particular.

#### **Secretarial:**

- Under the guidance of the Bishop, deal with the daily post, hard copy and digital, and handle all matters of routine correspondence which do not require the Bishop's attention.
- Produce correspondence for the Bishop by manuscript, or electronically, providing, where appropriate, information to enable him to reply to correspondence which requires their personal attention.
- Draft suitable replies where appropriate.
- Prepare and circulate agendas for meetings between the Bishop and Archdeacons and other meetings as requested by the Bishop of Kingston. Attending these as necessary.
- Act as a secretary to the Episcopal Area Forum and, if necessary, Area Deans' meetings and otherwise assist the Bishop in their role, both within the Diocese and elsewhere, taking minutes as required.
- Deal sensitively with incoming telephone calls and take messages for the Bishop of Kingston when appropriate.

#### **General Administration:**

- Develop and maintain efficient filing systems and keep records in conjunction with the Archdeacons and the Archdeacons' PA and in close collaboration with the Diocesan Bishop's Office regarding clergy personal files (blue files) and other records required to be kept.
- Work alongside the Archdeacons' PA in the management of the office as appropriate.
- Ensure (in conjunction with the Archdeacons' PA) that all office equipment is well maintained and replaced where necessary, liaising as appropriate with the Data Usage and Processes Administration Manager.
- Assist with the preparation and dispatch of electronic and other mailings to clergy and church officers from the Area office.
- Update confidential clergy files, including receipt and dispatch of files when clergy move under the guidance of the Diocesan Bishop's Office.
- Order books and publications as required.

### **Hospitality:**

- Welcome visitors to the office, providing refreshments where appropriate.
- Arrange catering for office lunches and support events at the Bishop's House and elsewhere, if appropriate.

### **Ordinations:**

- In co-operation with the Diocesan Director of Ordinands make the necessary arrangements for the twice-yearly Area Ordinations of Priests including producing and printing of the Orders of Service. There may also be other ordinations to arrange during the year.

### **Vacancies/Institution/Induction/Licensing Services**

- Working closely with the Diocesan Bishop's Office, co-ordinate the arrangements for the institution/induction/licensing of a new incumbents etc., once he/she has been selected and appointed. This will include negotiations as to a suitable date, collaborating with the parish/benefice etc on the order of service and requesting the licence from the Registry and the Diocesan Bishop's Office as well as using the Diocesan corporate vacancy tracker where necessary.

### **Confirmations (an average of 20 per year):**

- Coordinate all confirmation services in the Area, arranging details of the service with the relevant clergy; and
- Compile an annual programme in conjunction with the Diocesan Bishop's Office and maintain and report confirmation statistics to the Diocese.

### **Press and Media**

- Ensuring that the Diocesan Director of Communications is informed about Episcopal Area /parish events of interest, well in advance so that these can be covered in social media, the Diocesan newspaper, *The Bridge*, and the website as well as in the press.

### **Governance, Safeguarding and Data**

- Work collaboratively with Safeguarding Team and the Data Team on parish Data Subject Access Requests (DSARs).
- Despatch Data Subject Access Requests (DSARs), as needed such as from the Safeguarding Team.

### **Finance:**

- Manage the Bishop's expenses and discretionary accounts. Ensure all expenses are paid as agreed with the Bishop.
- Liaise with the Diocesan Office over accounts and various financial matters, ensuring that all bills are sent to Trinity House promptly.
- Receive donations to the Zimbabwe link, send a letter of acknowledgement and thanks, and forward cheques and any note regarding their designated use to the Link Treasurer.

## **Teamworking in the Kingston Episcopal Area and beyond**

- In the absence of the PA to the Archdeacons, support the Archdeacons by undertaking such tasks as may reasonably be requested.
- Uphold the staff values, summarised as lead, enable, serve.
- To work closely with colleagues in the other Episcopal Area offices (Croydon and Woolwich) to ensure consistency in approach, teamwork with all the PAs and mutual learning of best practice.

## **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## **Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

## **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time. This working environment and community are places where prayer plays an integral role.



# The Diocese of Southwark

**Diocesan Staff Purpose**

**To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark**

## Person Specification

<b>Essential</b>
<ul style="list-style-type: none"> <li>Be an experienced PA with good oral and written skills as well as excellent Microsoft Office skills, especially Word, Excel and Outlook</li> </ul>
<ul style="list-style-type: none"> <li>Be able to guarantee confidentiality and discretion in relation to people and information</li> </ul>
<ul style="list-style-type: none"> <li>Have good interpersonal skills, combined with good humour, tact, calmness, diplomacy and sensitivity</li> </ul>
<ul style="list-style-type: none"> <li>Ability to show energy, enthusiasm and commitment in fulfilling the role supporting the Bishop and his ministry</li> </ul>
<ul style="list-style-type: none"> <li>Have the ability to predict, plan and anticipate requests and potential problems with the aim of finding solutions</li> </ul>
<ul style="list-style-type: none"> <li>Ability to understand and hold the vision of the Bishop's ministry and help shape it</li> </ul>
<ul style="list-style-type: none"> <li>Ability to adapt and embrace changes to achieve the goals of the bishop and ministry</li> </ul>
<ul style="list-style-type: none"> <li>Model, promote and encourage a culture of collaboration with all colleagues to ensure the work of the ministry is carried out effectively</li> </ul>
<ul style="list-style-type: none"> <li>Be well organized, used to managing conflicting demands, and able to prioritise time and resources effectively, often within tight deadlines (which may mean being available at flexible hours)</li> </ul>
<ul style="list-style-type: none"> <li>Have experience of, and be effective in, working in a team environment, but be capable of acting on your own initiative as the need arises</li> </ul>
<ul style="list-style-type: none"> <li>To be resilient and comfortable working without direct supervision</li> </ul>
<ul style="list-style-type: none"> <li>Ability to multitask and prioritise and see tasks through to completion</li> </ul>
<ul style="list-style-type: none"> <li>Able quickly to learn and work with the legal/technical terms and protocols used by bishops in their daily work</li> </ul>
<ul style="list-style-type: none"> <li>Be enthusiastically committed to working with the Bishop and Archdeacons to serve the parishes of the Kingston Episcopal Area</li> </ul>
<ul style="list-style-type: none"> <li>Able to organise events</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>A good understanding of the structures of the Church of England</li> </ul>
<ul style="list-style-type: none"> <li>An understanding of the worship, services and liturgy that the Bishop will be leading</li> </ul>
<ul style="list-style-type: none"> <li>To be a practicing Christian, or to be in sympathy with the aims and objectives of the Christian Church and have due regard for the traditions of the Church of England</li> </ul>

**Our Values**

Effective Stewardship of resources		Collaborative Team Working
Respect for all		Transparent Accountability



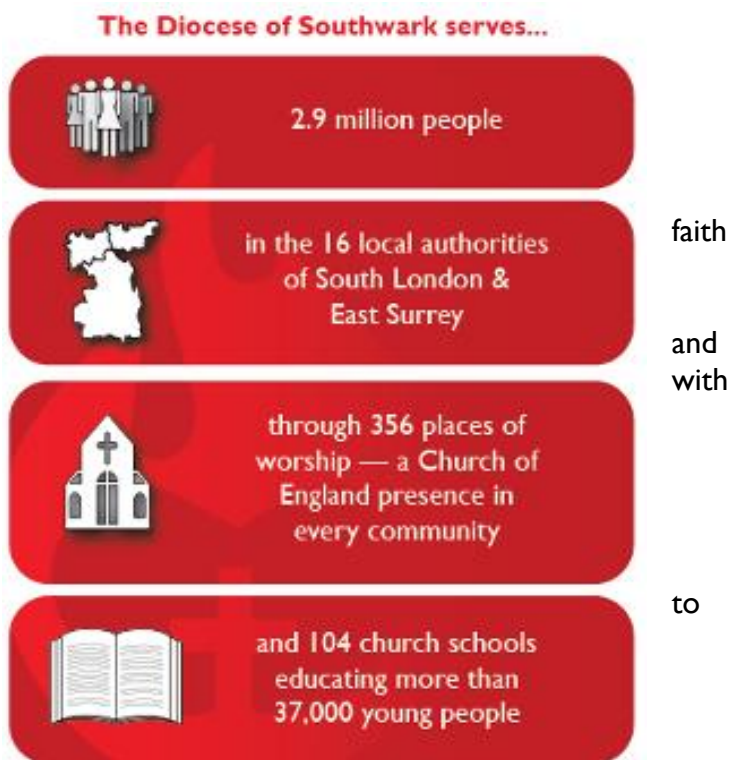
## 2. Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies works to promote the common good, a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.



Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

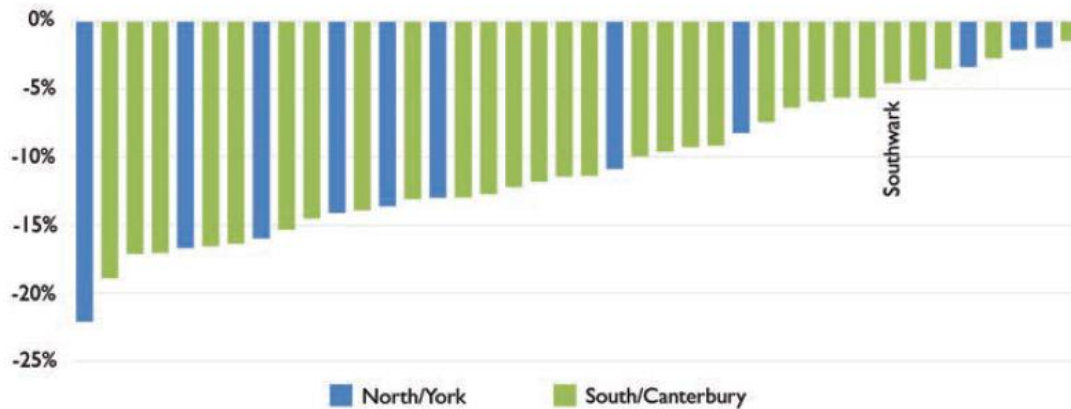
- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

## 2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaconries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

### Trinity House

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.



In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



## **SOUTHWARK VISION 2017 -2025 HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.**

### **Diocesan Staff Values**

Effective Stewardship of resources  
Collaborative Team Working  
Respect for all  
Transparent Accountability

### **DIOCESAN STAFF PURPOSE**

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

### **DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.