

## About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

Lambeth Palace is the home and office of the Archbishop of Canterbury and the centre of his ministry to the Church of England and the worldwide Anglican Communion. As a nationally and internationally significant religious leader, the Archbishop of Canterbury receives thousands of letters, e-mails, invitations and phone calls from members of the public every year, each of which needs to be carefully examined and an appropriate response or decision given and recorded. There are also many records and files for matters that are dealt with by the Archbishop and his staff.

The Correspondence Team is responsible for triaging, logging and responding to correspondence received by Lambeth Palace.

The Records Office supports the Archbishop of Canterbury's office ensuring information and

records are managed properly, lawfully and securely, in compliance with data protection and information related legislation through sound recordkeeping processes and policies. It therefore supervises storage, disposal and transfer of records internally and externally, according to requirements and circumstances.

The Safeguarding Manager is responsible for responding to safeguarding correspondence received by Lambeth Palace. The primary focus of this role is to promote and maintain a strong safeguarding culture across the various communities at Lambeth Palace.

One of the roles of the office of the Bishop to the Archbishops of Canterbury and York (BACY) is to manage legal records relating to bishops. The Executive Legal Officer in the BACY Team oversees the related processes and records.

This post gives a unique opportunity to support these four teams in the careful review of records associated with addressing historical correspondence and files held at Lambeth Palace. The role will also entail assisting in the research and identification of historic safeguarding correspondence.

## What you'll be doing

The Records Legacy Assistant (RLA) will report to the Executive Legal Officer. The RLA will work closely with the Correspondence Team, the Records Office, Safeguarding Manager and the BACY Team, to address and categorise backlogs of correspondence, records and filing.

The role will be office based at Lambeth Palace, due to the nature of this role. Flexible working hours may be considered and it may also be possible to work remotely on occasion, subject to agreement.

### MAIN DUTIES AND RESPONSIBILITIES

1. To perform searches on databases and filing repositories to identify historic safeguarding correspondence which may have been misfiled or misaddressed.
2. Filing records, including older paper records stored in the Records Office; boxing up previous years' records, current records in paper and digital format as well as highly confidential files managed by the BACY Team, Safeguarding, Correspondence and Records Team, as required by the post.
3. To enter data and metadata on a database, assigning file codes to digital and paper records, and filing appropriately according to the existing Filing Scheme and Retention Schedule.
4. Managing and assessing e-records stored in shared staff folders, mailboxes and digital repositories. This includes identifying e-records of significant importance for Safeguarding or BACY teams and process them following the appropriate recordkeeping and legal requirements.
5. Using a range of office software, including email, spreadsheets, and databases to undertake the work required of the role.

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6. Providing support to ongoing projects and reviews, scanning documents, retrieving records, sharing information via email, in person or via virtual platforms with colleagues.
7. Supporting the Correspondence Team, Records Office, Safeguarding Manager and the BACY Team in managing records storage space, including removal, disposal, transfer, and retrieval of records held in separate repositories.
8. Applying discretion and awareness of privacy rights, data protection legislation, data sharing restrictions legislation and rules inside and outside Lambeth Palace, in relation to the documents managed as the Records Legacy Assistant.
9. Other duties as may be requested from time to time, including project-based work.

The main duties and responsibilities of the post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your role description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your role description before these are implemented.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

A comprehensive and supportive induction programme will be put in place for the post holder to ensure that they have all the information, access and contacts required to quickly acclimatise and excel in this role.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

#### *Knowledge/Experience*

- Experience of handling confidential records, files and data.
- Ability to use information technology, including experience of Microsoft Access or similar database packages.
- Ability to effectively analyse important documentation.
- Basic understanding of data protection legislation (including GDPR).

- An understanding of what good safeguarding looks like.

*Skills & Abilities:*

- A good understanding of what constitutes a safeguarding concern and how to identify such a concern within correspondence or a file.
- Ability to handle confidential information with discretion, understanding and resilience towards highly sensitive and emotive material.
- Positive professional attitude towards repetitive tasks and ability to stay focussed and motivated.
- Ability to extract key information from text.
- Ability to take direction, but also to work self-sufficiently and to manage time independently.
- High attention to detail including a high standard of accuracy when processing data.
- A methodical approach to routine tasks, including a willingness to follow procedures precisely.
- Good interpersonal skills, including the ability to communicate well and maintain good working relationships with colleagues.
- Ability to work to pace, to give an account for work completed, and to meet deadlines.
- Flexibility, readiness to take new tasks and to work along with different colleagues when required.
- Well organised and able to carry on tasks despite occasional interruptions for urgent enquiries.
- Ability to perform occasional manual handling tasks including lifting and moving heavy boxes using trolleys or climbing ladders to collect material from shelves.
- Interest in the Church of England history and its role in modern society.
- Willingness to undertake training essential for the role.

*Qualifications & Training:*

- Educated to at least A Level standard or equivalent.

**Desirable**

- Interest in the Church of England, its history and understanding of the role of the Archbishop of Canterbury on national and international level.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Records Legacy Assistant</b>
<b>NCI ENTITY:</b>	Lambeth Palace
<b>DEPARTMENT:</b>	Office of the Archbishops (Lambeth Palace)
<b>GRADE:</b>	Band 6      Select the salary terms
<b>SALARY:</b>	£33,382
<b>WORKING HOURS:</b>	35 hours
<b>PRIMARY OFFICE LOCATION:</b>	Lambeth Palace
<b>HYBRID WORK ARRANGEMENTS:</b>	Some limited working from home optional.
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term      6 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Basic
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8101192
<b>COST CODE:</b>	15060
<b>PARENT POSITION:</b>	Executive Legal Officer