**Main Duties and Responsibilities:**

**PROVIDING EFFICIENT SUPPORT TO THE ARCHDEACON**

* Advanced planning and management of the Archdeacon’s diary.
* Receiving, triaging and, where appropriate, responding to emails sent directly to the Archdeacon’s inbox.
* Act as initial contact-point for all enquiries to the Archdeacon, handling a wide range of telephone enquiries with confidence, diplomacy, and tact. Answering questions directly or passing them on to the Archdeacon or other appropriate source of information.
* Organising the recruitment process for clergy appointments in the Auckland archdeaconry, including arranging the necessary meetings, sending for references, liaising with the Bishop’s Office and providing background information for the Archdeacon and interview panel members.
* Preparing papers for meetings and maintaining an efficient system for tracking papers.
* Assisting the Archdeacon with administration relating to sensitive and confidential safeguarding and disciplinary matters.
* Dealing promptly with all incoming correspondence and drafting replies.
* Opening and allocating incoming post and dealing with letters where appropriate.
* Assisting the Archdeacon in dealing with church planning matters under faculty jurisdiction.
* Typing letters, reports, invitations, sermons, articles, expense claims as required.
* Arranging meetings and conferences (including Clergy and Churchwardens’ Conferences) and producing documentation ensuring that the costs remain within budget
* Arranging and administrating major archidiaconal functions such as Articles of Enquiry, Annual Admission to Office of Churchwardens, Parochial Visitations, Ministerial Development Reviews, and Churchwarden Conferences.

**GENERAL RUNNING OF THE ARCHDEACONS’ OFFICE**

* Management of the Archdeacons’ Office, including its systems, records and filing, compliance with data protection legislation, archiving.
* Responsible for welcoming visitors and arranging refreshments, and booking meeting rooms as necessary.
* Assisting in keeping the office tidy and that all necessary equipment is acquired and maintained.
* To be present at designated meetings, as required, to take notes/minutes.
* Responsible for tracking clergy sickness and ensuring that HR, Finance and Archdeacons receive copies of sick notes and are kept informed of absences.
* Maintaining good working relationships with other Cuthbert House Staff and the administrators/PAs for the Bishop of Durham and the Bishop of Jarrow.
* Undertaking any other duties that are commensurate with the role.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorized persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

The post will involve attendance at site meetings within the diocese and attendance at national meetings and training events which may include occasional overnight stays.