

JOB TITLE: Administrator to Buckingham Archdeaconry Office
GRADE: Band O
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Buckingham Area Team
LINE MANAGER: Archdeacon of Buckingham
ACCOUNTABLE TO: Archdeacon of Buckingham
RESPONSIBLE FOR: n/a
LOCATION: Archdeacon's House, Ford Road, Stone, Aylesbury, HP17 8RZ
JOB TERM: Permanent

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire, and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies, and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos, and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate, and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review

JOB PURPOSE

To provide a confidential administrative service to support the smooth running of the Buckingham Archdeaconry Office (in conjunction with the Archdeacons' PA), who are responsible for the Church of England clergy and parishes in the Buckinghamshire Episcopal Area.

PRINCIPAL ACCOUNTABILITIES

| | | |
|----|---|-----|
| 1. | To provide confidential administrative assistance to support the smooth running of the Buckingham Archdeaconry Office, in conjunction with the Archdeacon's PA. | 75% |
| 2. | To undertake wider agreed tasks that support the work of the Buckingham Area Office and their own professional development. | 25% |

Note the percentages detailed above are approximate and may vary depending on the time of the year and priorities.

DUTIES AND RESPONSIBILITIES

1. To provide confidential administrative assistance to support the smooth running of the Buckingham Archdeaconry Office, in conjunction with the Archdeacon's PA.

- To process clergy expense and mileage claims - to quality assure and process all expense claims for Area Deans and Archdeacons (quarterly), and other clergy expenses.
- To arrange service cover for clergy, maintain clergy records on the Church of England Contact Management System (CMS), and issue appropriate correspondence to clergy retiring or leaving for a new post.
- To assist the Archdeacons' PA in the annual Churchwarden Visitations by preparing paperwork and mailings, collating papers for the Visitation packs. To attend and officiate at approximately **four off-site evening** Visitation Services per annum. To update the CMS database with Churchwarden data, and chase those outstanding to ensure all Churchwardens are legally sworn in. To input, update and maintain all clergy data on the CMS database.
- To check, update, and distribute Movement Forms and update clergy data on the CMS database.
- To manage and maintain records for:
 - Statement of Particulars (SOPs) and Role Descriptions
 - Church Inspections & Quinquennial Reports – maintain database and records and chase outstanding reports where required by the Church Building Team (DAC)
 - Articles of Enquiry and Parish Returns – to assist parishes with loading up relevant information onto the appropriate websites
 - Grants and Loans
 - Moving and retiring/resigning clergy - removal quotes and correspondence
- To respond, as required, to incoming emails, telephone calls, and correspondence
- To assist with hospitality for meetings and visitors to the office/external events

2. To undertake wider agreed tasks that support the work of the Buckingham Area Office and their own professional development.

- To be a point of contact for the Buckingham Area team
- To provide cover and deputise for the Archdeacons' PA when on leave/absent, as and when required
- To contribute to internal communication and coordination within the Archdeaconry Office and wider diocesan structures
- To support logistical arrangements for events and attend as required
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies, including:
 - Health and Safety
 - Dignity and respect at Work
 - Equality, Diversity and Inclusion
 - GDPR

- Safeguarding
- Carbon Confidence

DIMENSIONS

- Acts as a key administrative support for the Buckingham Archdeaconry Team
- Maintains liaison with the Archdeacon of Buckingham and the Associate Archdeacon of Buckingham, and the Bishop of Buckingham's Office
- Supports communication and coordination with clergy, parishes, and trusts, as well as with Church House Oxford teams responsible for Payroll, Archdeacons' Commissaries, Buildings, HR, Safeguarding, and Finance.
- Maintains and updates clergy and churchwarden records on the Church of England Contact Management System (CMS).
- Provides administrative support for Churchwarden Visitations, clergy removals, and other diocesan processes.
- Uses initiative within agreed parameters to manage workload and respond to enquiries.

PLANNING & ORGANISATION

- Oversees the administration of clergy house removals for appointments, retirements, and resignations, including obtaining quotes and managing correspondence.
- Plans and prioritises daily tasks in response to changing needs, demonstrating flexibility and problem-solving skills.
- Coordinates logistics for events and meetings, including hospitality and documentation.
- Supports the preparation and distribution of Visitation packs and other diocesan mailings, with a requirement to attend approximately four off-site evening annual Visitation Services
- Attends Buckingham Area Office meetings and other relevant gatherings to ensure alignment with diocesan processes and updates.
- Maintains databases and monitors key documents as outlined in the Duties and Responsibilities above.

DECISIONS

- Exercises judgement when providing cover for the Archdeacons' PA, including responding to enquiries and signposting appropriately.
- Makes decisions regarding prioritisation of tasks and escalation of issues, ensuring continuity of service in the Archdeaconry Office.
- Collaborates with the PA to the Archdeacon of Buckingham and PA to the Bishop of Buckingham to ensure consistent and coordinated administrative support.
- Determines appropriate responses to sensitive or confidential matters, maintaining discretion and professionalism.

CONTACT WITH OTHERS

Internal:

- Bishops and support staff
- Archdeacons and support staff
- Visitors to the Archdeacon and Associate Archdeacon
- Staff colleagues at Church House Oxford and St Birinus House, Theale

External:

- Area Deans
- Clergy
- Churchwardens
- Diocesan Registry
- Lay members of the Diocese
- Church House Westminster
- Patrons
- Members of the media
- Members of the public
- External contractors/suppliers

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**Essential**

- Previous experience working in an administrative or secretarial capacity role.
- High level of attention to detail and accuracy.
- Proven record of IT skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint, MS Teams, Zoom, and Outlook.
- Effective verbal and written communication skills with the ability to communicate at all levels, including a good telephone and email manner.
- Ability to meet deadlines and prioritise tasks.
- Have a proactive approach, taking responsibility for actions and consequences.
- A flexible approach to work with a 'can do' attitude.
- Able to self-motivate, prioritise, plan, and organise, including when under pressure.
- Ability to communicate confidently and compassionately with people and offer a hospitable welcome to all visitors and guests.
- Proven experience in being effective as part of a small team, whilst also having the ability to work unsupervised and sometimes in isolation.
- Ability to handle sensitive and confidential information using discretion, as and when needed.

Desirable

- Understanding of and empathy for the work of the Church of England.
- Previous experience working in the public sector, a charitable or statutory organisation.
- Knowledge of document management systems.
- Awareness of General Data Protection Regulations when processing personal data.

GENERAL INFORMATION

| | |
|-------------------|--|
| Band | Salary Band O |
| Remuneration | <p>Actual Salary £9,486.74 per annum</p> <p>Salary scale - £29,251.18 to £31,501.27 per annum full-time equivalent (FTE). There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p> |
| Hours of work | <p>The role is for 12 hours per week, to be worked across three 4-hour days. The exact days and times will be agreed with the line manager.</p> <p>As this role thrives on collaboration and efficiency, we would strongly prefer the postholder to be based in our Stone office for the full 12 hours per week.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required, for which time off in lieu may be taken on agreement with your line manager.</p> |
| Place of work | Buckingham Area Office, Archdeacon's House, Ford Road, Stone, Aylesbury, Bucks, HP17 8RZ |
| Holidays | <p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p> |
| Pension Provision | <p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be found on the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions by reducing your tax and national insurance payments.</p> |

| | |
|------------------|---|
| Probation period | 6 months, during which time progress is regularly reviewed, and the period may be extended. |
| Notice period | During probation, one month and thereafter, one month from either side or the statutory minimum (whichever is greater). |

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability, and teamwork is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding, and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: End of probationary period

Signed: _____

Dated: ____ / ____ / ____