

## JOB DESCRIPTION



**JOB TITLE:** Administrative Assistant for Communications, Unity, Faith and Order

**LOCATION:** St Andrew's House, 16 Tavistock Crescent, London W11 1AP

**ACCOUNTABLE TO:** Director for Communications and Director for Unity, Faith and Order.

### BACKGROUND:

This is a new role to strengthen the Communications and Unity, Faith and Order departments of the Anglican Communion Office (ACO). The role will be split with 60% of time spent with on communications-related work and 40% on Unity, Faith and Order work. However these figures are guidelines and the role will require flexibility.

### KEY RESPONSIBILITIES:

- To manage data and resources, ensuring material on the Anglican Communion website is accurate and up-to-date; (this includes photographs and data about individuals, meetings, dioceses and provinces).
- To manage the Unity, Faith and Order (UFO) database working closely with the Executive Officer and Information Manager for the Instruments of Communion.
- To manage the subscription database for Anglican World magazine and any successor.
- To manage correspondence for UFO and Communications – dealing with daily post; formatting and archiving.
- To managing travel requirements, including planning for UFO Commission meetings, liaising with the Travel Manager.
- To manage UFO meeting papers, include archiving, storage and retention.
- To assist with preparation for and follow up of UFO meetings.
- To manage the UFO collection in the ACO library, liaising with the Executive Officer and Information Manager for the Instruments of Communion.
- To manage diaries for UFO department and Director for Communications
- To assist the Director for Communications with management of the department's intern programme.
- To assist UFO and Communications departments with expenses, liaising with the Accounts department.

- To manage the ACO online shop.
- To manage the ACO book and magazine stock.
- To manage invoices for the Communications department, including payments to freelance writers, videographers, designers, printers, translators and other external contributors to the department's output.
- To assist the Director for Communications with the management of the news translation scheme.
- To undertake any other work or responsibility within these areas of work as directed by the Directors for Communications and Unity, Faith and Order.

The main responsibilities of the post are outlined above. This list is not exhaustive and is intended to reflect main tasks and areas of work. Changes may occur over time and following a period of consultation the post holder may be expected to agree to reasonable changes to the job description that are commensurate with salary banding and in line with the general nature of the post.

## **BACKGROUND INFORMATION:**

### ***About the Anglican Communion Office (ACO)***

The ACO is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises.

Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion. Relating to Anglican Churches around the world is a critical part of the role, as is occasional overseas travel.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Also operating within the ACO, the Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020.

### ***About the role***

The Administrative Assistant role will be split across two departments – Communications and Unity, Faith and Order. It is expected that division of work time will be 60:40 but this will vary with the commitments and schedules of the two departments.

This role gives an excellent opportunity of working in a small, friendly, busy office in good well connected surroundings in West London. The staff members at the ACO are a small and close-knit team and support each other in busy periods with flexibility and good humour.

The workload will be interesting and varied. The Personal Assistant will need to be adaptable, well-organised and able to prioritise workload. The role will often involve dealing with senior Anglican figures around the world.

## **PERSON SPECIFICATION:**

### **Administrative Assistant for Communications, Unity, Faith and Order**

#### **Qualifications, Knowledge and Experience**

- Degree (desirable)
- At least three years of PA experience demonstrating the knowledge and skills required to give full secretarial and administrative support.
- Experience of working in a busy office, running a diary for senior individuals.
- Experience of working in a complex organisation with multiple stakeholders.

#### **Skills and abilities**

- Excellent communication skills, both oral and written.
- Ability to maintain a high degree of confidentiality.
- Good interpersonal and diplomatic skills, with the ability to deal with senior people with confidence and respect.
- Excellent prioritisation skills.
- Efficient and quick at dealing with requests.
- Strong organisation skills with attention to detail.
- Ability to work as a member of a team.
- Resourceful and calm under pressure.
- Able to work flexibly both in terms of time and responsibilities.
- Proactive and able to use initiative.
- Excellent record-keeping.
- Excellent IT skills including Microsoft Word, Outlook (calendar, contacts and email) and Excel.

#### **Other**

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion.
- Be prepared to travel throughout the Anglican Communion and elsewhere on occasion.
- Willing and able to travel and to work evenings and weekends as required.
- Must be able to demonstrate the right to live and work in the United Kingdom.

## GENERAL CONDITIONS:

The Anglican Consultative Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are: Respect, Trust, Hospitality, Humility, Openness.

### ***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

## TERMS OF EMPLOYMENT:

<b><i>Salary:</i></b>	This senior position will be remunerated based on the NCI (National Church Institutions) salary scales, currently c.£25,000.
<b><i>Pension Contributions:</i></b>	Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.
<b><i>Hours of Duty:</i></b>	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holders of of this post is expected to adopt a flexible approach to hours worked to fulfil the duties of the post.
<b><i>Annual Leave:</i></b>	30 days paid leave per leave year. This is exclusive of public holidays. The leave year runs from 1 January to 31 December.
<b><i>Season Ticket Loan:</i></b>	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
<b><i>Contract:</i></b>	The post is offered on a permanent contract, subject to a six month probationary period.

## APPLICATIONS:

Applications are invited from suitably qualified persons. The application should include a full CV, covering letter and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: [applications@anglicancommunion.org](mailto:applications@anglicancommunion.org). All applications and enquiries will be treated in strict confidence. The deadline for applications is noon on 6 July 2018 and interviews will take place at our office on 19 July 2018.