

JOB DESCRIPTION

JOB TITLE: Personal Assistant to the Secretary General and Chief Operating Officer

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

Key relationships

All ACO staff are under the overall leadership and direction of the Secretary General. The Personal Assistant will be managed by the Chief Operating Officer and will be a key member of the Secretary General's Office team.

The role is to support the two senior officers of the ACO. For convenience and direction, given the significant travel commitments of the Secretary General, the role will be directed and managed by the Chief Operating Officer.

Job purpose

- To provide secretarial support and diary management to the Secretary General.
- To provide secretarial and administrative support to the Chief Operating Officer.
- To assist the Executive Officer and provide administrative support to the Instruments of Communion.
- To assist with the day to day running of the Anglican Communion Office.

Key responsibilities – Secretary General

- To provide secretarial support including diary management to the Secretary General.
- To process enquiries, correspondence and other communication directed to the Secretary General's Office.
- To liaise with travel suppliers to ensure appropriate travel arrangements for the Secretary General.
- To assist preparation of visa applications and submissions for the Secretary General.
- To handle personal correspondence on behalf of the Secretary General including drafting correspondence for his signature.
- To collate papers for the Secretary General's meetings and activities.
- To file and retrieve the Secretary General's personal correspondence and assist with filing.
- To maintain regular contact with people of all levels in the many areas of the Secretary General's role, including by telephone and e-mail, whilst ensuring a high degree of confidentiality.

Key responsibilities – Chief Operating Officer

- To provide secretarial support including diary management to the Chief Operating Officer.
- To undertake specific projects on behalf of the Chief Operating Officer including regular contact with Primates, Provincial Secretaries etc.
- To liaise with staff of other departments in the ACO, staff at Lambeth Palace, Church House and other related organisations within the Communion on behalf of the Secretary General and the Chief Operating Officer.
- To field and respond to email enquiries received via the Anglican Communion Office Mailbox.

- To manage stocks and purchases of Anglican Communion Office gifts and arrange suitable storage.

Key responsibilities – Instruments of Communion

- To provide support to the Executive Officer as required
- To assist in the preparation and running of Primates' Meetings, ACC Meetings, Standing Committee etc.

Key responsibilities – Anglican Communion Office

- To oversee stationery supplies, ordering stocks as appropriate and maintaining suitable storage.
- To oversee printers and photocopiers ensuring adequate supplies of consumables.
- To receive and welcome visitors to the Anglican Communion Office and provide hospitality as necessary.
- To co-ordinate programmes for visiting primates and bishops.

Key responsibilities - other

- To keep up to date with current developments in the Anglican Communion.
- To keep up to date with best practice in provision of executive support for senior managers.
- To undertake any other tasks reasonably required.

PERSON SPECIFICATION

Qualifications, knowledge and experience

- Degree or equivalent experience
- At least five years PA experience, demonstrating the knowledge and skills required to give full secretarial support
- Previous experience of running a busy and changeable diary for a senior individual
- 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.

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.

David White is Chief Operating Officer and provides leadership and management to the ACO. 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. Its financial affairs are managed by the ACO finance team; its statutory accounts are consolidated into the ACO accounts.

The Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020. Its financial management will be undertaken within the ACO.

About the role

The Personal Assistant to the Chief Operating Officer will work in a small team serving David White and Archbishop Josiah and making all the arrangements for the regular meetings of the Instruments of Communion. 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 Personal Assistant will support the varied and interesting workload of the Chief Operating Officer and Secretary General, including correspondence with senior Anglicans around the world. Pro-active diary management is a key requirement for this role. The individual appointed will need to have flexibility, drive and personal resilience as well as first class skills.

Supporting the Instruments of Communion will involve meeting arrangements, attending and minuting meetings and will include opportunities for overseas travel.

GENERAL CONDITIONS:

The 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:

Salary: £30,000 to £32,000 depending on experience and suitability to the role.

Pension Contributions: Staff are 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%.

Hours of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holder of this post is expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

Annual Leave: 30 days paid leave per leave year. This is exclusive of public holidays. The leave year runs from 1st January to 31st December.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered on a permanent contract, subject to a six month probationary period.

Closing date for receipt of applications:

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.

The deadline for applications is noon on Monday 23 September and interviews will take place at our offices on Tuesday 1 and Wednesday 2 October 2019.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

September 2019