**The Church of England**



**DIOCESE OF SODOR AND MAN**

**Post SECRETARY TO THE ARCHDEACON AND SYNOD**

Overall line management by the Archdeacon.

**Synod Secretarial Duties (Reporting to the Bishop)**

* Maintaining up‐to‐date records of membership and attendance and observing the regulations for data protection in the Diocese.
* Making preparations and arrangements for forthcoming meetings (normally two in advance).
* Distributing necessary papers (minutes, agendas, attachments, etc.) and notifying members of date, time and venue for meetings, generally by email.
* Liaising with the chairs of meetings in order to prepare draft and full agendas.
* Ensuring that, where applicable, standing orders and committee protocols (such as length of notice for agendas) are observed.
* Taking accurate minutes reflecting the matters under discussion, the actions agreed and the person(s) responsible for actions.
* Ensuring that resolutions taken are notified to the persons concerned and that necessary correspondence is dealt with efficiently.
* Filing copies of papers in hard copy and, where possible, electronically.
* Acting as Diocesan Electoral Registration Officer, principally during elections to the Diocesan and General Synods.
* Complying with reasonable requests from the Synod, committees or their chairs.

**Archdeacon Secretarial Duties (Reporting to the Archdeacon)**

* Maintaining a comprehensive filing system that enables ready access to correspondence, information concerning people, organisations and groups, and also to be able to withdraw from each such material as is common to others.
* Maintaining an effective and accessible system for storing electronic data – folders, sub- folders, etc. – accessible by the Archdeacon.
* Supporting the Diocese database upkeep and maintaining an efficient database of names, addresses, telephone numbers and emails of Clergy, Readers, national Church contacts, members of Tynwald and others with whom the Archdeacon may be in regular contact.
* Helping to maintaining the Archdeacon’s electronic diary, in consultation with the Archdeacon.
* Answering and dealing with telephone calls during working hours and passing on information, questions, etc.; ensuring that the answering machine is on with an appropriate message or calls diverted at other times.
* May be asked to minute occasional meetings in which the Archdeacon is involved
* Opening and dating official correspondence, dealing with emails, forwarding as appropriate, answering such items as are within the proper competence of the Secretary to deal with.
* Maintaining the security of information
* Dealing with outgoing mail, maintaining a supply of commonly-used stamps and weighing/measuring larger items to be taken to a post office.
* Operating office equipment (eg. photocopier, shredder, etc).
* Controlling office supplies.
* Welcoming those who come to meet the Archdeacon and, if appropriate, offering refreshments.
* Deputising for Bishop’s Secretary and in particular working from the Bishop’s office during periods of Bishop’s Secretary’s holiday.
* Dealing with such other duties as may reasonably be required.

**DAC Secretarial duties (Reporting to the Chair of the Diocesan Advisory Committee)**

* As Secretary to the Diocesan Advisory Committee, you will enable the Committee in the area of Faculties and Care of Churches to fulfil their statutory functions efficiently and constructively, encouraging a positive attitude to the operation of the faculty system among parishes and clergy in the Diocese.
* prepare and circulate agendas and supporting papers, preparing cases for presentation to the DAC, keeping full explanatory minutes of proceedings, alerting the DAC to relevant previous cases and assisting the members of the DAC to fulfil their advisory role
* prepare and issue responses of the DAC to Requests for Advice etc.
* arrange, attend and record site visits, becoming familiar with the built heritage of the Diocese
* maintain contact and foster good relations with (a) parishes, being their first point of contact relating to the operation of the faculty system and encouraging early dialogue between the parishes and DAC on all church building maintenance and improvement schemes; and (b) the Registrar and Vicar-General, Manx National Heritage and local conservation officers, as well others with specialist concerns relating to the conservation of historic buildings
* oversee the operation of the Inspection of Church Buildings Measure.

**Competencies**

* + - Proven communication skills.
    - High level of competency in establishing and maintaining a suitable and adaptable filing system.
    - A demonstrably high standard in Word, Outlook, Excel, PDF.
    - A willingness to enhance and develop gifts, skills and competences.
    - An ability to learn the workings and terminology of the Church and Diocese.
    - An ability to prioritise work according to importance and urgency and to work under pressure.

**Personal qualities**

* + - A friendly and approachable person who helps all with whom he/she deals to know that they are valued.
    - A person who practises the highest standards of confidentiality and professionalism.
    - A person with a flexible and disciplined approach to work and an ability to develop and implement efficient procedures.
    - A team-worker who is willing to find his/her place in the Diocesan Team, principally through the Bishop’s and Archdeacon’s Offices, and acting as a channel for information.
    - A person who can work alone at times and is willing to delegate.
    - A person who will be willing to offer advice as appropriate and also implement policies and strategies with which s/he may not agree.
    - Some understanding of any sympathy with the purposes, life and work of the Church of England and the Anglican Communion, specifically with reference to the role and work of archdeacons in general and the Archdeacon of Man in particular (desirable)
    - You will have an enthusiastic interest in the built Christian heritage of the Diocese (desirable)
    - Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**Terms and Conditions**

£17.85/hour Employer’s N.I. and Pension contributions paid. The salary is reviewed annually. Payable monthly, normally the 28th of the month.

The employee’s is home based.  However, it  is necessary for the employee to attend meetings elsewhere and to access the filing system at St George’s Church Douglas. Mileage is paid at the Isle of Man rate (currently 50p/mile) for any duties for which a car is necessary.

24 per week – actual hours to be agreed in line with Archdeacon office hours and the requirements of the various committees.

Prorated entitlement of 0.6 FTE for 25 working days per year (rising to 30 days pro rata after 5 years in post) and prorated 10 Isle of Man Bank/Public Holidays. Up to five days may be carried forward to the following year.

**Appendix – Key Committees this role supports**

|  |  |
| --- | --- |
| The Diocesan Synod | – reporting to the President and Vice-Presidents (the Bishop and the Chairs of the Houses of Clergy and Laity) |
| The Standing Committee of the Diocesan Synod | – reporting to the President (the Bishop) |
| The Church Commissioners for the Isle of Man | – reporting to the Chair (the Bishop) |
| The Legislative Committee of the Diocesan Synod | – reporting to the Chair (currently the Registrar) |
| The Diocesan Board of Finance (DBF) | – reporting to the Chair (the Bishop) and the Joint Vice-Chairs (the Archdeacon and a lay person) |
| The DBF Executive | – reporting to the Joint Vice-Chairs |
| The Diocesan Advisory Committee for the Care of Churches (DAC) | – reporting to the Chair |
| The Parsonages Committee of the DBF | – reporting to the Chair (the Archdeacon) |
| Also Diocesan Electoral Registration Officer | – reporting to the President and Vice-Presidents of the Synod |