



Archdeaconry Assistant June 2025



DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the post of Archdeaconry Assistant .

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact Charlie Peer, Archdeacon of Bath via email adbath@bathwells.anglican.org or Simon Hill Archdeacon of Taunton via email ADTaunton@bathwells.anglican.org

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Application details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. After shortlisting we strive to contact all those who have applied to advise of the outcome; if after 3 weeks from the closing date you have not heard from us, please do contact the HR team. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will take place at Flourish House in Wells on Monday 21 July.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently seconded as acting Bishop of Coventry).

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





About the role

The Archdeaconry of Bath covers the northern part of the diocese, an area broadly the same as North Somerset and Bath & NE Somerset together: from Bath in the East to Portishead and Weston-super-Mare in the West; from Midsomer Norton and Radstock in the South, up to the Chew Valley and Keynsham.

The Archdeacon of Bath is one of three Archdeacons in the Diocese. As senior leaders and members of the Bishop's Staff Team, their role is to look after the churches in their Archdeaconry, supporting the Clergy, Churchwardens and other church leaders. The Archdeacons lead on strategic processes such as clergy appointments, and also deal with any serious issues that arise in the churches in the Archdeaconry.

There are 117 parishes in the Archdeaconry, run mostly by volunteers along with 60 incumbent priests (vicars). In their roles they deal with a range of issues including complex admin processes and challenging people situations. Often they turn to the Archdeacon's office as their first point of contact for advice.

Our Archdeaconry Assistants play a crucial role in ensuring excellent support for the churches. As well as enabling the Archdeacon to work effectively and ensuring the smooth running of the office, the Archdeaconry Assistant is a member of the support team in their own right, a known and valued friendly face, dealing with a wide range of queries and ensuring that they get to the right person. You will work both with the Archdeacon as your line manager, and also as part of the diocesan support team in Flourish House.

You will be a member of a friendly and mutually supportive team, including the other two Archdeaconry Assistants. It is envisaged that the new Archdeaconry Assistant will work in Wells (at least once a week) as well as in Saltford (the exact balance to be agreed with the successful applicant).



Job description

Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

- Archdeaconry administration: be a known and personal contact for the clergy, parishes and deaneries of the Archdeaconry, dealing efficiently with a high volume of enquiries. Administer key processes and keep accurate records.
- Diocesan Support Services: work collegially with the Archdeacon and other diocesan staff to support parishes and deaneries, being able to offer advice and signposting. Contribute to the planning and delivery of diocesan events as they relate to the Archdeaconry.
- Executive Assistant duties to the Archdeacon: provide high quality administrative support to the Archdeacon in serving the parishes of the Archdeaconry, including diary management, correspondence and delegated tasks.

Location:

The normal place of work is split between the Diocesan Office in Wells and the Archdeacon's office in Saltford with the possibility of some home working by arrangement. There is also an expectation to attend occasional meetings across the Archdeaconry.

Reporting to:

Archdeacon of Bath

Main responsibilities

First point of contact for the people and parishes of the Archdeaconry.

- As the first point of contact on behalf of Diocesan Support Services, provide a discreet, timely, courteous and efficient response to all enquiries.
- Receive and prioritise a wide range of enquiries by phone, email and post, replying and /or passing on to the relevant person as necessary.
- Take responsibility for issues that need to be resolved and making a decision within agreed parameters escalating to the Archdeacon as necessary.

Archdeaconry administration

- Develop and maintain an efficient electronic filing system for the Archdeacon's office, including confidential files, keeping files up to date in line with the requirements of UK GDPR
- Administer the clergy recruitment process, working with parishes, patrons, the Bishop and other stakeholders to ensure a smooth and effective experience for all.
- Process List B applications on the Online Faculty System, referring to the Archdeacon as required.
- Ensure the effective planning and delivery of events within to the Archdeaconry (eg. Archdeacon's Visitations), including liaising with key people in parishes and deaneries.
- On an occasional basis be responsible for taking notes at meetings and hospitality.
- Efficiently administer any activities specific to the Archdeaconry, as directed by the Archdeacon. Keep accurate notes, correspondence and records, and place on file as appropriate.

Diocesan Support Services

- Work collaboratively with colleagues across all diocesan support teams and the Bishop's office, ensuring a joined-up approach to parish and deanery support. Be familiar with the different sources of support available to parishes and deaneries, being able to signpost queries to the best person.
- Contribute to the planning and delivery of events and meetings relating to the Archdeaconry.
- Work with other colleagues in the preparation of Deanery Reviews. Monitor the list of agreed actions and refer to the appropriate person if follow-up is needed.

Main responsibilities

Executive Assistant

- Monitor the Archdeacon's inbox, dealing with routine queries as agreed and ensuring important and/or urgent queries are prioritised. Process written correspondence and draft letters as required.
- Enable effective diary management, ensuring the Archdeacon is able to work efficiently. Receive and process requests, and arrange meetings as required.
- Ensure that the Archdeacon has necessary paperwork for meetings on a weekly basis: maintain an efficient system for tracking papers and ensure that all papers for meetings are gathered together.
- Undertake delegated tasks as required.

General

- Work in a way that is mindful of Diocesan policies and ethos
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Work in accord with the Health & Safety Policies and complete online/in person training as and when required.
- Recognise health and safety is a responsibility of every employee, to take reasonable care to self and others to complete with the Diocesan policy and any service-specific procedures/rules that apply to this role.
- Recognise our environmental strategy and net zero target.
- Undertake any other reasonable duties as may be required

Key Relationships

- The Archdeacon of Bath
- The Clergy, Churchwardens and officers of the Archdeaconry, including Area Deans and Lay Deans
- The Archdeacons of Wells and Taunton and their Assistants
- The Bishop's Office
- Diocesan Support staff
- The DAC, Registrar and Registrar's Office



Person specification

Qualifications, Knowledge and Experience

Essential:

- Education at least to A level/NVQ 3 or equivalent, including, admin, business or secretarial qualifications
- Skilled user of Microsoft Outlook, Word, Excel, and PowerPoint and Teams
- Experience of working in a people focused environment

Desirable:

- Understanding and experience of Christianity and the Church of England
- Previous experience as a Personal or Executive Assistant

Skills, Competencies and Abilities

Essential:

- Ability to communicate in a clear and concise manner verbally and in writing.
- Strong organisational skills both of processes and people
- Ability to advise and support others, and to resolve problems
- Excellent attention to detail
- A good team worker
- Able to work on own initiative

Work Related Personal Qualities

Essential:

- Friendly, approachable and helpful manner
- Sensitive and tactful, able to handle confidential situations with discretion.
- Able to work from an office within a family home on occasion
- Self-motivated and self-driven, able to sustain periods of lone working
- In sympathy with the aims, values and ethos of the Diocese of Bath and Wells and of the mission and ministry of the Church of England.



Terms and conditions

Hours of work

28-30 hours per week. Exact hours to be agreed, to include Monday and Wednesday.

Salary

£26,377.41 - £29,081.10 per annum, pro rata (actual salary based on 28 hrs £20,515.76-£22,618.63 pa). Salary dependant on skills and experience.

Term

Permanent role

Pension

The pension scheme is administered by the Church of England Pension Board. The DBF will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per calendar year plus bank holidays, pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rate.

Probation

The post will be subject to a six month probationary period

How to apply

Please apply for this post submit your CV to our [online recruitment platform](#):

Enita Andrews

HR Manager

The Diocese of Bath and Wells

Flourish House

Cathedral Park

Wells BA5 1FD

Email: recruitment@bathwells.anglican.org | Tel: 01749 685113

The closing date for applications is noon Monday 14 July 2025

Interviews will take place on Monday 21 July in Wells.

This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





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