



JOB DESCRIPTION

JOB TITLE: ARCHDEACON'S PA

EMPLOYER: SHEFFIELD DIOCESAN BOARD OF FINANCE

RESPONSIBLE TO: ARCHDEACON OF SHEFFIELD & ROTHERHAM

RESPONSIBLE FOR: N/A

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

MAIN PURPOSE OF THE ROLE

To assist the Archdeacon in their role of the delivery of the Diocesan Strategy by providing secretarial and administrative support.

MAIN DUTIES & RESPONSIBILITIES

1. PROVIDING EFFICIENT SUPPORT TO THE ARCHDEACON

- Advanced planning and management of the Archdeacon's diary
- Receiving, triaging and, where appropriate, responding to emails sent directly to the Archdeacon's inbox.
- Act as initial contact-point for all enquiries to the Archdeacon via the Office, handling a wide range of telephone enquiries with confidence, diplomacy, and tact – answering questions directly or passing them on to the Archdeacon or other appropriate source of information.
- Organising the recruitment process for clergy appointments in the Sheffield & Rotherham archdeaconry, including arranging the necessary meetings, sending for references, liaising with the Bishop's Office and providing all required papers for the Archdeacon and panel members.

- Preparing papers for meetings and maintaining an efficient system for tracking papers.
- Assisting the Archdeacon with administration relating to sensitive and confidential safeguarding and disciplinary matters.
- Dealing promptly with all incoming correspondence and drafting replies.
- Opening and allocating incoming post and dealing with letters where appropriate.
- Typing letters, reports, invitations, sermons, articles as required.
- Arranging meetings and Churchwardens' conferences and producing documentation ensuring that the costs remain within budget.
- Arranging and administering major archidiaconal functions such as Articles of Enquiry, Annual Admission to Office of Churchwardens, Parochial Visitations, Ministerial Development Reviews, and Churchwarden Conferences.

2. PROVIDING EFFICIENT SUPPORT FOR THE DIOCESAN MISSION & PASTORAL COMMITTEE AND MANAGING THE PASTORAL SCHEME PROCESS

- Preparing papers, organising speakers and drafting the agenda for the DMPC.
- Writing up minutes.
- Working alongside the chair of the DMPC and with the Bishop's office to progress actions from meetings.
- Preparing draft proposals and associated paperwork.
- Managing and progressing pastoral proposals and schemes with the Church Commissioners and other interested parties.

3. GENERAL RUNNING OF THE ARCHDEACONS' OFFICE

- Be involved with the management of the Archdeacons' Office, its systems, records and filing.
- Responsible for welcoming visitors and arranging refreshments and meeting rooms as necessary.
- Assisting in keeping the office tidy and that all necessary equipment is acquired and maintained.

- Responsible for assisting in the upkeep of all paper and computerised filing systems, including compliance with data protection legislation and archiving of papers as appropriate.
- Responsible for keeping office records up to date and properly archived.
- Coordinating with HR, Finance and Archdeacons when notified of clergy sickness, ensuring that doctor's notes are appropriately recorded and filed.
- To be present at designated meetings, as required, to take notes/minutes.
- Responsible for tracking clergy sickness and ensuring that HR, Finance and Archdeacons receive copies of sick notes and are kept informed of absences.
- Maintaining good working relationships with other Church House Staff and the administrators/PAs for the Bishop of Sheffield and the Bishop of Doncaster.
- Processing grants, expenses and fee claims in consultation with the Archdeacon.
- Authorising annual leave requests for AATEs on behalf of the Archdeacon.
- To provide cover for reception at lunchtime and occasionally for holidays when required.
- Undertaking any other duties that are commensurate with the role.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION: PERSONAL ASSISTANT (PA) TO ARCHDEACON'S OFFICE

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications /Key Attributes	• A good standard of general education is required (minimum GCSE Level English or equivalent). • Secretarial qualifications or equivalent work experience.	
Experience	• PA and administrative experience reporting to a senior manager. • Experienced in dealing with people at all levels. • Experience of working in a complex organisation.	• Experience of administering parochial appointment processes. • Conference and/or large event planning and administration. • Experience of drafting pastoral schemes and the work of the DMPC.
Skills & Knowledge	• Ability to administer office systems and procedures for senior managers. • Excellent communication skills combined with a friendly telephone manner, showing diplomacy, courtesy and firmness as appropriate. • Typing/Word Processing skills (including audio) to RSA III required. • Proficiency with Microsoft office including spreadsheets and databases.	• GDPR and Data Protection legislation. • Understanding of, and interest in, the ministry and responsibilities of the Archdeacons, and their role in helping to lead the Diocese. • Knowledge of the Church of England at Parish, Deanery and Diocesan levels.

	• Planning and organisational skills. • Minute taking skills. • Ability to draft letters and other documents. • Able to deal with people at all levels. • Ability to prioritise effectively. • Well-presented work with a meticulous eye for detail. • Ability to show initiative and work with minimal or no supervision. • Ability to work calmly under pressure and meet deadlines.	
Personal	• Ability to work confidently on own initiative and to work closely with the requirements of the Archdeacon. • Ability to maintain a high degree of confidentiality. • Well-organised and methodical. • Sympathetic to the ethos and objectives of the Church of England and the Diocese of Sheffield. • Sympathetic listener.	

Please note this role may be subject to a Basic DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org

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