

## APPOINTMENT PACK

### ESTATES ADMINISTRATIVE ASSISTANT

April 2021

**DIOCESE OF  
ST ALBANS**  
*Living God's Love*

# Introduction

By the Diocesan Secretary, Susan Pope



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Please also visit our website at  
[www.stalbans.anglican.org](http://www.stalbans.anglican.org).

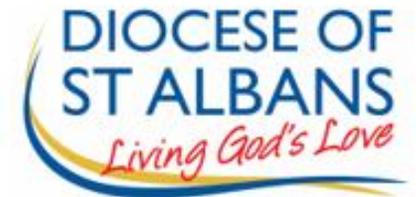
Thank you for your interest in the post of Estates Administrative Assistant, which becomes vacant on the retirement of the current postholder.

This position includes administration for the management of parsonage houses, investment land, trust properties and the Diocese's own office accommodation. Experience of working within a property management environment would be advantageous and good IT skills essential.

If you have any queries about this post, please contact the Estates Secretary, Iain Blythe by e-mail - [iblythe@stalbans.anglican.org](mailto:iblythe@stalbans.anglican.org).

A handwritten signature in black ink that reads "Susan Pope".

Diocesan Secretary

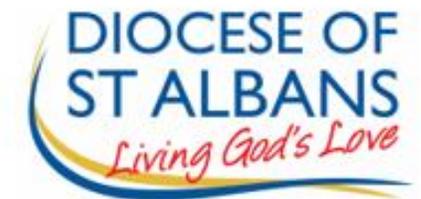


# The Diocese of St Albans

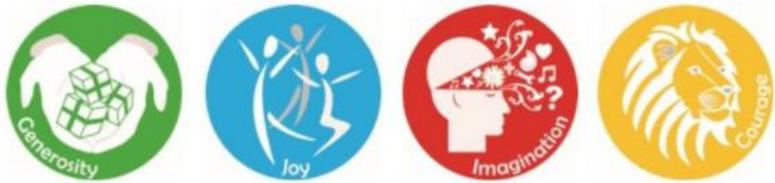
The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries and the Diocese has 340 parishes, of which about one third are rural, 210 benefices, 414 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 223 clergy with Permission to Officiate and 248 Lay Readers. There are 138 Church Schools and Academies in the Diocese.



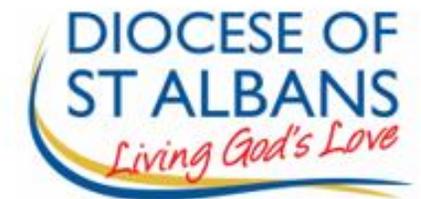
The Diocesan Synod is the elected decision-making body of the diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.



The Diocese of St Albans has a clear vision of **Living God's Love** with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with:



The vision flows from God's love for us, and is expressed in our love for God and our neighbours. These themes are well understood across the Diocese and were given a fresh endorsement following a year-long 'listening exercise' which took place in 2016-17. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies. In fact, all our activities, from recruitment and selection, to clergy and Reader review, are increasingly focused towards growth.



The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office; for example, there is a monthly staff Eucharist. However, there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £160m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the ***Diocesan Secretary***. The administrative team which supports the work of the Board is organised into three major departments, each of which is headed by an Assistant Secretary, the Director of Finance, the Estates Secretary and the Pastoral & Advisory Secretary. The staff of the administrative team are in regular contact with, and provide support to, other Diocesan Officers involved with the work of the other Boards and Council, and a variety of groups and sub-committees which report to them.



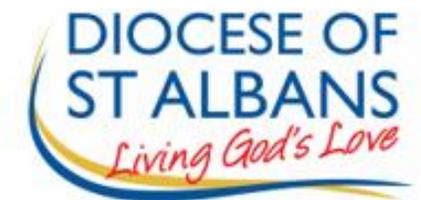
The **Board of Education** is responsible for the 138 church schools and academies. The Diocese covers five local authorities. The majority of these schools and academies are located in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The staff of the board include the Diocesan **Director of Education**, Deputy Director of Education and RE Adviser who work closely with church schools in the Diocese.

Both the Board of Finance and the Board of Education are statutory bodies. The Board of Finance is the main employer of lay staff and is a limited company and registered charity. The Board of Education is accountable to Diocesan Synod.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. Within the Board's remit, there are two departments, led by the **Director of Mission and Ministry** and the **Director of Vocations**.



**The Diocesan Office staff, with the  
Archbishop of Canterbury 2015**



## The Diocesan Estates Department

On behalf of the Diocesan Board of Finance the Estates Team manages clergy housing, as well as a significant amount of investment land. It also ensures the Board fulfils its role in relation to Diocesan, church school and parish trusts.

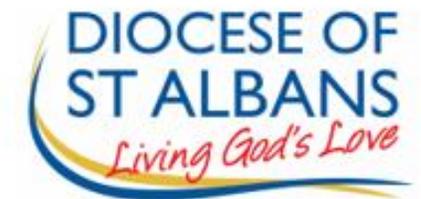
The department is based in the Diocesan Offices and supports the clergy and PCC's across the Diocese. We do this by overseeing and administering:

- Over 270 houses primarily used to house clergy in their roles within parishes
- The management of the investment and other land by our agents and surveyors
- The Property and Glebe Committees who have oversight of the property on behalf of the Diocesan Board of Finance

The team also provides support for parishes in relation to their land and trusts and liaise with both the finance team and the schools team on church school and trust matters.

The team currently consists of the Estates Secretary, the Estates and Trusts Officer, The Estates and Trusts Administrator and a full time Administrative Assistant. This role will work alongside all the team members, as well as dealing regularly with the administration of the committees mentioned above.

This is a key role within the team and will be line managed by the Estates Secretary.



# The Role of the Estates Administrative Assistant

## RESPONSIBLE TO:

The Estates Secretary

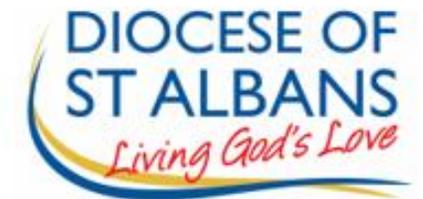
## OVERVIEW:

An active and trusted member of our busy property department; upholding the team vision to play a positive and integral role in the lives of the clergy and parishes by providing proactive and comprehensive support to them, the department head and the wider team.

## MAIN TASKS:

The Estates Administrative Assistant will be responsible for:

- overseeing the repair and maintenance of clergy housing and the Diocesan offices by contractors
- first point of contact for the team, taking ownership of requests and communications and actioning them in a timely and appropriate manner
- proactive diary and database management to ensure repairs and maintenance are carried out in a timely manner
- using judgment when scheduling meetings; determining the purpose of the meeting; ensuring all relevant meeting documents (including agendas, action updates and input from the team) are available prior to the meeting; and attending meetings as required to capture actions and meeting notes and ensuring follow-up by the relevant person is actioned
- preparing and editing documents including legal contracts, PowerPoint presentations, Excel, departmental briefings and property packs
- providing team administrative support including: supporting the Estates and Trusts Officer to arrange timely execution and archiving of contracts and other documents; purchase order management (payment, requisition, tracking); electronic filing of documentation; meeting room bookings; processing expense and grant claims, and; assisting with team resourcing
- preparation for team meetings (including agendas, minutes and papers)
- liaising closely with the Board's advisers on a wide range of property matters
- supporting the Estates and Trusts Officer including: property related invoice management (payment, requisition, tracking); maintaining commercial property deeds and archiving deeds, and organising and actioning trust-related matters as required
- assisting the Estates Secretary and the Diocesan Secretary in any other areas of the Diocesan Office's work, as may be necessary



## The Person Specification

The successful applicant will have:

- a degree level qualification, or equivalent
- an enthusiastic outlook, curiosity and a willingness to keep learning and developing
- strong communication skills; the ability to work collaboratively with stakeholders at all levels
- excellent administrative skills; the ability to introduce and manage procedures in a dynamic environment
- excellent time management and organisation skills; the ability to work under pressure to tight and often conflicting timescales
- an understanding of the sensitive nature of our work and the need to maintain strict confidentiality at all times
- strong proficiency in all Microsoft Office 365 applications, including: Word, Excel, PowerPoint, SharePoint and Microsoft Teams. Willingness to learn and adopt new systems and champion best practice use of IT systems
- the ability to quickly build understanding of our business and strategy and effectively identify priorities
- the confidence to use judgment and proactively make decisions as and when required.
- the ability to undertake work unsupervised and maintain high standards
- commercial understanding from working in a busy office.
- the ability to build and develop lasting relationships with suppliers and to ensure the Board receives value for money from those suppliers

## Terms and Conditions

**Status:** The Estates Administrative Assistant will be an employee of the St Albans Diocesan Board of Finance.

**Salary:** The post is offered on the Senior Personal Secretary Scale (£24,916 £28,307 pa) and the starting salary will depend upon qualifications and experience. Salary scales are reviewed each year in July.

**Pension:** The successful applicant will be enrolled in a pension with the Church of England Pensions Board, to which the Board contributes 25% of salary.

**Hours:** This is a full time position. Normal office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. On occasions it will be necessary to attend meetings out of office hours, for which time off in lieu is given. No overtime is paid.

**Holidays:** Annual leave entitlement is 22 working days, plus the statutory Bank Holidays and the working days falling between Christmas and the New Year bank holiday, plus one day in November or December for Christmas shopping.

**Associated Work:** You must not be associated in any capacity with a business that carries out work of a similar type to the Board's, without the Board's prior written approval. If you choose to take up additional employment outside your normal working hours, this will be accepted by the Board unless such additional employment is felt to have an adverse effect on the performance of your normal duties with the Board. It is your responsibility to notify the Board in writing of other employment.

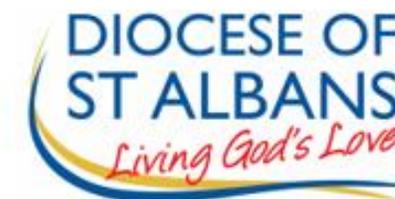
**Term:** The appointment will be based upon a probationary period of three months during which it may be terminated in the first month by either party by one week's notice, in the subsequent months by one month's notice and thereafter by three months' notice on either side.

**Place of Work:** The post is based at the Diocesan Office, Holywell Lodge in St Albans. The person appointed must be willing and able to travel around the diocese as the work requires.

**Ongoing Development:** The Diocese of St Albans takes its commitment to ongoing development of staff very seriously. The Estates Administrative Assistant will participate in an annual iMAP (individual Mission Action Plan) review which will help highlight learning and training requirements.

The successful applicant will need to provide proof of right to work in the UK before taking up the post.

More detailed information on terms and conditions for diocesan staff can be found in the Staff Handbook.



## How to apply for this position

To apply for this post, please send a c.v., a covering letter explaining how you meet the requirements, and the names and addresses of two referees to:

**The Diocesan Secretary  
Holywell Lodge,  
41 Holywell Hill  
St Albans  
AL1 1HE**

Closing date: **12 noon, Tuesday 4th May**

Interviews: **Thursday 13th May 2021, via Teams**

or via email: [diosecpa@stalbans.anglican.org](mailto:diosecpa@stalbans.anglican.org)

References may be taken up before interview. Please indicate if anyone may not be approached at this stage.

