

JOB TITLE: Associate Archdeacon

LOCATION: Home-based with travel in the Archdeaconry as required

REPORTING TO: Archdeacon

PRINCIPAL ACCOUNTABILITIES

1. Work closely with the Archdeacon in their role, being confident in working as the Archdeacon's representative in decision making.
2. Meet with clergy or church office holders on pastoral matters that come to the attention of the Archdeacon's office.
3. Support in navigating and signpost incoming complaints from parishioners, office holders and others when appropriate, managing the investigation process when necessary.
4. Work with the Archdeacon on the vacancy process, including attending pre-section 1-1 meetings and assisting parishes to write their profiles as appropriate.
5. Assist in the informal stages of pastoral reorganisations, supporting parishes and officers.
6. Enable lay ministry to flourish in the Archdeaconry, including meeting with licensed lay ministers when appropriate and necessary, to engage with issues regarding relicensing, or conversations around deployment.
7. Chair meetings as necessary, including some project boards.
8. Accept delegated tasks as necessary in order to enable the functioning of the Archdeacon's office and ministry.

SKILLS AND EXPERIENCE:

- An ordained member of clergy working within the diocese who is a missional leader, with some strategic experience within the Church of England.
- Strong team player, valuing relationships with colleagues.
- High emotional intelligence
- Demonstrable resilience during times of difficulty and pressure.
- Has experience dealing with complaints and mediation.
- Can demonstrate experience of having navigated conflict well, including facilitating groups where conflict has become problematic.
- Has proven experience of working effectively in a leadership role through a period of change and is therefore able to encourage parishes in this way.

- Can provide examples of excellent pastoral skills and competence where you have been able to handle complex issues with agility.
- Excellent communication skills and proven ability to work collaboratively within a multi-disciplinary team and with a wide range of stakeholders.
- Able to access all areas of the archdeaconry and diocese, including at evenings and weekends.

COMPETENCIES

Achievement Drive – A concern for working well. A desire to take action; doing more than required; doing it before it is required. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and build or maintain relationships with people who are, or may someday be, useful in achieving goals.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Includes the development of subtle strategies specifically designed to get others to go along with or support ones agenda.

Thinking Ability – The ability to breakdown a problem or situation into its component parts, identifying implications and the key underlying issues.

Independence – A demonstrated belief in one’s capability to select an appropriate approach to a situation. It includes confidence in one’s judgement or opinion and the ability to handle failure effectively.

Adaptability – The ability to adapt to and work with a variety of situations, individuals or groups.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others.