

**EMPLOYER: Portsmouth Diocesan Board of Finance (PDBF)**

**JOB DESCRIPTION: Executive Assistant to the Diocesan Secretary & the Deputy Diocesan Secretary**

**EVALUATION GRADE: 18**

### **BACKGROUND**

The strategic framework for the diocese is established in our Live|Pray|Serve strategy which sets out the priorities for the diocese. Through these commitments, we plan for the diocese to grow in depth, impact and number. All work to fulfil those commitments is driven and informed by our diocesan values of being courageous, collaborative, generous, resourceful and pioneering. Those values shape how we approach our work both collectively and as individuals.

### **PRIMARY PURPOSE**

To provide confidential executive and support functions for the Diocesan Secretary and the Deputy Diocesan Secretary.

### **RESPONSIBILITIES & PRINCIPAL TASKS**

#### **A: Executive Assistant**

- To provide confidential executive and support functions to the Diocesan Secretary and Deputy Diocesan Secretary.
- To assist the Diocesan Secretary with the administration of, and be principal minute secretary for, the Diocesan Synod and Bishop's Council.

#### **B: Central office services**

To be responsible for common office services and the management of the associated budgets including:

- To be responsible for the maintenance of the Diocesan Board of Finance insurance portfolio: clergy and freehold properties, diocesan building including assisting the Diocesan Secretary with the annual review of the Diocesan Group Scheme for Churches and the diocesan public indemnity insurance.
- The procurement of office equipment, stationery and consumables
- The management of telephone system, photocopiers and associated contracts
- The marketing of the conference facilities
- Supporting the implementation of the corporate image and communications policy in conjunction with the Communications Adviser

#### **C: Facilities management**

- To be the liaison person for VIVID (landlord) and CAFCASS (tenant), attending the quarterly meetings with VIVID and CAFCASS and reporting any issues to the DDS.
- To manage diocesan office lease and subletting arrangements.
- To manage office budget including monthly payments to VIVID and liaison with diocesan finance team.
- To manage daily/regular building matters.

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- To manage all insurances for the diocesan board of finance in consultation with DS and DDS.

**D: Health and safety**

- To manage health and safety of diocesan staff and office.
- To undertake the annual health and safety review.

**E: Miscellaneous**

Undertake any other task as requested by the Deputy Diocesan Secretary.

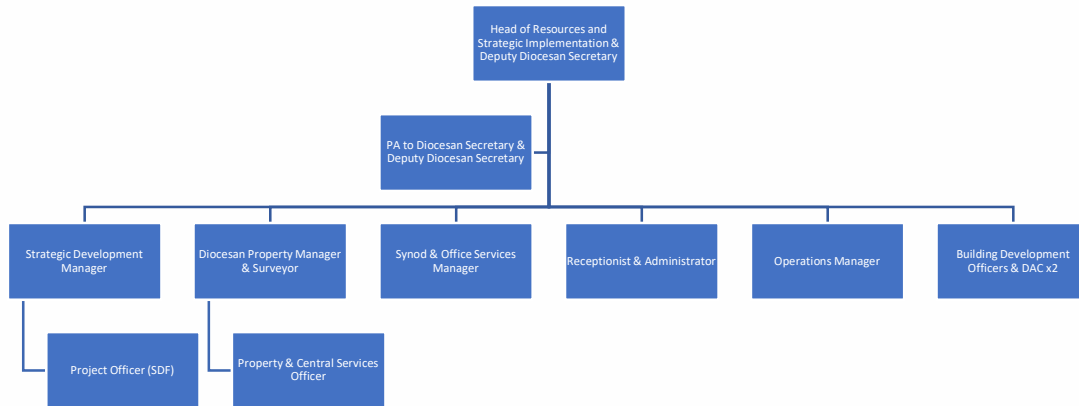
**ACCOUNTABILITY**

Accountable to the Deputy Diocesan Secretary

**AUTHORITY**

N/A

**ORGANISATIONAL STRUCTURE & RELATIONSHIPS**



In addition to the structural oversight within the organisation there are key collaborations which will include:-

- Other Heads of Department
- All diocesan staff
- VIVID
- CAFCASS

**COMMITTEE ROLES & RESPONSIBILITIES**

N/A

**LINKED & ASSOCIATED ROLES**

N/A

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**PERSON SPECIFICATION**

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL / DESIRABLE</b>
<b>Qualifications required:</b>	
Health and Safety training to some degree	Desirable
<b>Level of Experience</b>	
Knowledge of the charity/ voluntary sector	Desirable
Ability to show initiative in developing the role with minimal supervision	Desirable
Able to manage a varied workload	Essential
Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues	Essential
Experience in reviewing contracts and suppliers	Essential
Project Management	Essential
Experience of managing volunteers	Desirable
<b>Key Skills</b>	
Demonstrated organisation, planning and administration skills	Essential
Strategic think	Essential
Encourage and enable others	Essential
Team Leader and Team Builder	Essential
Excellent communication skills	Essential
Financially aware and competent	Desirable
Highly motivated	Essential
Sensitive to traditions	Essential
Conflict management skills	Essential