



## EXECUTIVE ASSISTANT TO THE DIOCESAN SECRETARY

<b>Employer:</b>	Portsmouth Diocesan Board of Finance
<b>Job Title:</b>	Executive Assistant to the Diocesan Secretary
<b>Salary Range:</b>	£28,000 - 31,710 per annum
<b>Working Hours:</b>	35 hours per week with the possibility of hybrid working prior to an agreement
<b>Location:</b>	Peninsular House, Wharf Road, Portsmouth, PO2 8HB

### **Background information**

The Diocesan Secretary leads our team of diocesan staff based at Peninsular House. Working closely with the Bishop of Portsmouth and the Bishops Staff team, Bishop's Council and Diocesan Synod the Diocesan Secretary provides strategic oversight of the Portsmouth Diocesan Board of Finance. The Team at Peninsular House provides a variety of services to support the Bishop, Clergy and Parishes in their Mission.

### **Overview**

The arrival of a new Bishop in 2022 has created the opportunity to reshape the team at Peninsular House so that it better reflects and facilitates the purpose, values, and strategic direction of the Diocese.

The purpose of this role is to provide executive support to the Diocesan Secretary in the discharge of their duties; to ensure that staff and visitors are treated with hospitable warmth and efficiency and that all core functions are discharged to the highest standard. The Diocesan Secretary looks to appoint a personable and efficient colleague with an enquiring mind, a proactive approach, good relational skills, and proven administrative competence.

The office team includes Safeguarding, teams that care for Clergy Housing, Churches and the Diocesan Office, Parish Support Staff, and Mission related functions.

## **Main Responsibilities**

### **General:**

- To provide appropriate support as requested by the Diocesan Secretary in exercise of their duties
- Provide oversight to ensure the effective day to day running of the Diocesan Secretary's office, ensuring that all key functions of the office are delivered to the highest possible standard
- To ensure that all contact with the Diocesan Secretary's office, whether through a personal visit, telephone call or correspondence is dealt with in a timely, courteous, and efficient manner
- To ensure that the Diocesan Secretary's office has the capacity to be flexible and innovative to meet new developing needs of the Diocese
- To support the office staff when required, to that end enabling the creation of a positive team and a learning culture
- To identify possible areas for development and change
- To liaise with the Communications Adviser with regards to announcements and information to ensure all posted content remains relevant and reflective of the diocesan values.

### **Advice & Support:**

- To act as a sounding board for the Diocesan Secretary on matters of Diocesan management and leadership
- To respond to calls, emails, complaints or enquiries or issues and act appropriately on any administration matters that arise
- To support the management of the Diocesan Secretary's diary, aligned to priorities agreed with the Diocesan Secretary
- To draft appropriate responses to letters, and other papers, on behalf of the Diocesan Secretary according to need
- To act as the secretary for Diocesan Secretary's meetings, and other meetings, including preparing agendas, taking, and producing minutes
- To attend Diocesan Synod, and Bishop's Council meetings as Minutes Secretary (these meetings are outside normal working hours and covered by TOIL arrangements)
- To respond and act on the Diocesan Secretary's behalf, as requested by the Diocesan Secretary

### **Safeguarding:**

- To represent where necessary the Diocesan Secretary's Office at meetings of the Diocesan Safeguarding Advisory Panel and Core Group meetings

All staff working for and with the Diocesan Secretary will give proper care and attention to matters of safeguarding. This includes attending training and careful handling of confidential information.

The role will require an enhanced DBS check, as there may be contact with young people and vulnerable adults.

**Data Protection:**

- Working alongside the HR and Data Protection Officer, provide support on all DPA issues, including Subject Access Requests, for the Diocesan Secretary's office including working with relevant staff at Church House, Diocesan Offices, Diocesan Registrar in ensuring compliance

**Finance and Property Management:**

- To support the Diocesan Secretary and Finance Chair in organising Finance Committee meetings, taking minutes and following up on actions.
- To support the Finance Controller (Portsmouth) by providing secretarial services when required
- To support the premises team in periods of staff shortages due to sickness and holiday absences

**HR:**

- To exercise oversight over the process of appointments when requested by the Diocesan Secretary
- To prepare HR related letters for the signature of the Diocesan Secretary, such as offer letters, annual and intermediate wage increases, successful probationary completions etc.
- To support the HR administrator when required.

**It should be noted that the role has opportunities to develop, maximising the skills and aspirations of the candidate**

## **Person Specification**

### **Essential**

#### Knowledge/Experience

- A proven track record in office management, or its equivalent, to an exacting standard including effective planning of own work and that of others
- Experience of drafting clear, accurate and sensitive briefing material and longer documents to tight deadlines
- Evidence of a high level of administrative and organisational ability including document management skills and complete understanding of the full Microsoft Office suite
- The ability to communicate excellently both orally and in writing
- Experience of minute taking and drafting correspondence
- Proven problem solving and analytical skills

### **Attributes**

- Excellent interpersonal skills including the ability to establish positive working relationships with senior stakeholders and to represent the Diocesan Secretary to external partners
- Patience, resilience, and flexibility
- Ability to change and adapt to changing priorities and work under pressure to achieve deadlines
- Well organised with an excellent eye to detail
- Able to adjust the working style to the Diocesan Secretary's preferences and requirements

### **Education**

- Educated to degree level or equivalent experience

### **Desirable:**

- a full driving licence

## **TERMS OF EMPLOYMENT:**

### **Salary**

The starting salary for this post will be within the range of £28,000 - £31,710 per annum.

### **Pension scheme**

Non-clergy staff will be automatically enrolled into the Pension Builder 2014 Pension Plan (PB 2014) in line with legislation unless they choose to opt out.

### **Hours of work**

The hours of work will be 35 hours per week (09:00-17:00) with a one hour lunch break, to be taken at a time agreed with the Diocesan Secretary. Some flexibility on the pattern of working and remote working is possible by negotiation.

### **Annual Leave**

Entitlement is 25 days paid annual leave per leave year. This is exclusive of public and additional holidays which equate to an additional 9 days per leave year. The leave year runs from 1st January to 31st December.

### **Notice**

During the probationary period employment may be terminated by two weeks' written notice on either side or pay in lieu of notice by the Diocesan Secretary.

Following the successful completion of the probationary period, the Diocesan Secretary must give the following period of notice, or pay in lieu of notice, if they want to end this employment:

- One month
- If dismissed on the grounds of gross misconduct, employment may be terminated without notice.

### **Probationary period**

There will be a probationary period of six months.

### **Contract**

The post is offered on an open-ended contract, subject to a six-month probationary period.

### **Application**

To apply for the role please submit a Curriculum Vitae with a supporting statement on your suitability for the role via email to [Philip.poulter@portsmouth.anglican.org](mailto:Philip.poulter@portsmouth.anglican.org). The statement should clearly state how your skill and experience match criteria listed in the person specification and outline why you are applying for this post. Please ensure that your statement does not extend 500 words. (If you wish to have an informal discussion please do contact Philip via email to arrange.)

As we are a member of the Armed Forces Covenant, we welcome all applications from those of you who have served in our Armed Forces and their families.

The Diocese of Portsmouth is committed to building an inclusive, personal, fair, and diverse environment where belonging, equality, diversity, and inclusion are promoted and treasured. As part of this commitment, we welcome applications from people, regardless of their background.

If you are required any assistance with the interview, please state this information in your statement.

**Closing date for applications:** Friday 31 March, at midday.

**Interviews:** Interviews will be held by arrangement.