

JOB DESCRIPTION AND PERSON SPECIFICATION

EMPLOYER:	The Archbishop of Canterbury (in their Corporate Capacity)
JOB TITLE:	Personal Assistant to the Bishop of Richborough
GRADE:	Episcopal Band 5
LOCATION:	Remote/The Bishop's home office in Portsmouth
ACCOUNTABLE TO:	The Bishop of Richborough

Job Summary:

The Bishop of Richborough is Commissary of the Archbishop of Canterbury across the Eastern Dioceses of the Province of Canterbury, including the Diocese of Gibraltar in Europe. The Bishop's PA gives vital support to the Bishop in the exercise of his complex and wide-ranging ministry. The PA is directly responsible to the Bishop, managing all aspects of the Bishop's office and having responsibility for a wide range of administrative and co-ordinating tasks.

Duties:

- 1) Provide administrative and secretarial support to the Bishop of Richborough including:
 - a. managing the day-to-day running of the Bishop's office
 - b. managing the Bishop's diary
 - c. receiving and responding promptly to all e-mails, letters, and telephone calls
 - d. generating standard letters and correspondence, as requested by the Bishop
 - e. organising travel arrangements for the Bishop
 - f. managing the Bishop's car lease arrangements
 - g. managing the Bishop's Expense Account; ensuring accurate and timely quarterly returns to the Church Commissioners, maintaining records of all expenditure and income within Sage, and setting and managing quarterly budgets for the Bishop
- 2) Build and maintain effective collaborative relationships with the offices of the Diocesan, Suffragan and Area Bishops, and the Archdeacons across the fourteen dioceses served by the Bishop of Richborough.
- 3) Ensure that the Bishop receives all necessary information and paperwork in advance of engagements, meetings, and services.
- 4) Develop and maintain a comprehensive filing system for the Bishop's office.
- 5) Create, develop, and manage Access databases of clergy, ordinands, parishes, and all those to whom the Bishop ministers, and extract data to undertake mailings and other communications as requested by the Bishop.
- 6) Ensure that the Bishop's office is compliant with GDPR practice and legislation, and that all files are maintained in compliance with GDPR through effective and confidential management of data, keeping data up to date, and ensuring purpose limitation and security within data use.
- 7) Create, develop, and manage a secure system for storing electronic data.

- 8) Be responsible for ensuring that computer and other office equipment is appropriately set-up and maintained.
- 9) Be responsible for managing persons contracted to undertake occasional projects, for example the re-design and re-build of the See of Richborough website.
- 10) Manage arrangements for meetings, seminars, conferences, and other events organised by the Bishop as requested.
- 11) Undertake all administration associated with Confirmations, Ordinations, Regional Festivals, and Licensings, including but not limited to - collaboration with Cathedral staff and clergy, booking venues, managing event personnel, managing design and print of service booklets, booking catering, arranging gifts, booking musicians, and financial management of such events.
- 12) Hospitality - planning of official events, organising catering and arranging hospitality for visitors throughout the year and attendance at special services and social events as agreed with the Bishop.
- 13) Carry out other duties from time to time as instructed by the Bishop.

The main duties and responsibilities of this post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and the PA will be expected to agree any reasonable changes to the job description that are commensurate with the PA's banding and in line with the general nature of the post. The PA will be consulted about any changes to the job description before these are implemented.

PERSON SPECIFICATION

Competencies

Personal Effectiveness

- Demonstrate an ability to innovate, initiate and maintain good and effective administrative procedures
- Demonstrate a willingness to work collaboratively
- Excellent communications skills.
- Practical approach to tasks
- Ability to remain calm under pressure
- Highly tactful and discrete in dealing with all external and internal contacts
- Able to focus under pressure and meet deadlines, while working with meticulous attention to detail
- Excellent written communication skills, including accuracy and attention to detail, to draft correspondence and produce well written work under pressure
- Maintain strictest confidentiality
- Sound judgement to determine what should be referred to the Bishop for his approval, agreement or information and what can be dealt with independently
- Build effective working relationships with key members of staff and to liaise naturally with people from all backgrounds

Technical

- Strong working knowledge of Microsoft Office 365 (particularly Excel)
- Demonstrate competence in managing accounts and a budget effectively
- Experience of developing and reviewing office systems

Administration

- High standard of numeracy
- Excellent standard of literacy
- Proactive approach towards workload

Knowledge

- Graduate level education OR relevant employment experience
- Significant experience in managing and developing databases
- Financial or bookkeeping experience and/or qualifications
- Experience of managing a remote team of contractor/specialists
- Event management experience
- High level of administrative and PA experience with relevant qualifications
- Familiarity with, or a willingness to learn about, the distinctive ministry of the Bishop of Richborough as a Provincial Episcopal Visitor within the Church of England

GENERAL CONDITIONS

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

Safeguarding

All employees are required to adhere to legislation, guidance, and recognised good practice in all aspects of the Diocesan Safeguarding Policy.

This role will require a basic level DBS check.

TERMS OF EMPLOYMENT

Salary

The starting salary for this post is £30,307 per annum, pro rated for part time hours.

Hours of work

12 hours per week, to be carried out as agreed with the Bishop.

Annual Leave

25 days paid annual leave per annum pro rated, excluding Bank Holidays. The leave year runs from 1st January to 31st December.

Pension Contributions

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme.

Contract

This position is offered on a permanent basis, subject to a probationary period of six months. The notice period during probation is two weeks, and is extended to one month once the appointment is confirmed.