EXECUTIVE ASSISTANT TO THE DIOCESAN SECRETARY

**Employer:** Portsmouth Diocesan Board of Finance

**Job Title:** Executive Assistant to the Diocesan Secretary and Head of Finance

**Working Hours**: To be confirmed, with a minimum of 2 – 3 days per week (14-21hrs)

**Location:** Peninsular House, Wharf Road, Portsmouth, PO2 8HB

**Main Responsibilities**

**General:**

* To provide appropriate support as requested by the Diocesan Secretary in the 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 can be flexible and innovative to meet the 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 Director about 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, 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 the need.
* To act as the secretary for Diocesan Secretary’s meetings and other meetings, including preparing agendas, and taking, and producing minutes when required.
* To attend Diocesan Synod and Bishop’s Council meetings (these meetings are outside normal working hours and covered by TOIL arrangements). This shall include all the formal arrangements, preparations or agendas and papers, onsite IT management and any official communication between meetings. Meetings may also require hospitality arrangements to be made.
* To respond and act on the Diocesan Secretary’s behalf, as requested by the Diocesan Secretary.
* To act as support for anyone requiring administrative assistance as directed 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 appropriate 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.

**IT:**

* Liaising with the IT Service provider when required in order to fix any internal issues.

**Data Protection:**

* Working alongside the Kane HR, 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, and Diocesan Registrar in ensuring compliance.

**Finance and:**

* To support the Head of Finance by providing secretarial and administrative services when required.
* To organise, attend and take minutes at the Audit Committee and Investment Advisory Board (IAG).

**Property Management:**

* To support the premises team in periods of staff shortages due to sickness and holiday absences.