

Bishop's Diary and Events Manager

Job Description

POST INTRODUCTION

We are looking for a motivated person to join the Bishop's Office as the Bishop's Diary Manager and Events Manager. The post holder will play a key role in providing organisational and administrative support to the bishop, providing admin support managing the bishop's complex diary and the competing pressures on his time. The post holder will also be responsible for planning and organising extensive hospitality and events held at Bishop's House.

The ideal candidate will be well organised with the ability to effectively manage a range of competing priorities, have a methodical and calm approach, with accuracy and attention to detail. You will be confident, professional and unflappable, with a friendly and cheerful disposition. Due to the nature of this role you will maintain strict confidentiality.

The role comes with a salary of £25,000, a 35 hour working week for work-life balance, a minimum of 25 days holiday plus 3 defined organisational days leave and an attractive defined pension scheme.

Closing Date : 19 July

Interview Date : 26 July

REPORTING TO

The Bishop of St Edmundsbury and Ipswich

KEY CONNECTIONS

The Bishop of St Edmundsbury and Ipswich

The Bishop's Chaplain

The Bishop's and Archdeacons' Executive Assistant

The Bishop's Secretary

DUTIES AND RESPONSIBILITIES

1. Office responsibilities

Ensure that the diary and travel arrangements for the bishop are fully planned, organised and managed effectively.

Exercise judgment and flexibility in managing potential conflicting diary issues in a tactful and sensitive manner, having due regard for the bishop's priorities including personal and family commitments.

Work with the Bishop's Executive Assistant to ensure the bishop receives relevant papers and briefings for meetings and visits in a timely manner.

Keeping track of processes and timelines relating to specific projects

Occasional attendance at meetings throughout the diocese and occasionally out of normal office hours and may include attendance at training events.

Occasional Minute taking at meetings.

Maintain efficient electronic and paper filing systems, databases and other records

Designing, ordering, preparing and circulating Bishops Christmas Cards/thank you cards/gifts.

2. Hospitality and Events

- Arrange catering for meetings and events.
- Organise and manage Bishops' official events (guest lists, invitations, venues, catering)
- Ensure appropriate support and liaison with the Bishop of St Edmundsbury and Ipswich's family and household guests.

3. Other general duties (shared across the office staff)

- a. Undertaking when required general reception duties, and welcoming visitors to the Bishops' office.
- b. Carry out documents checks for visitors to the office in relation to DBS and ID checks.
- c. Other general office duties including typing, photocopying and maintaining appropriate manual and electronic records and filing systems.
- d. The post holder is required to undertake other tasks of a similar nature as from time to time, with a willingness to work collaboratively, sympathetic to the pressures within other team members roles.
- e. Office First Aider, Fire Marshall. (Full training will be given)
- f. Kitchen stock control, H&S and food & hygiene safety. (Full training will be given)

PERSON SPECIFICATION

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Experience in an administrative role.
- Experience of event planning and delivery.
- Excellent administrative and time management skills, and attention to detail.
- Strong IT skills and knowledge of Microsoft Office, including Word, Excel, Power Point; Outlook and Access and online tools, such as Survey Monkey.
- Strong communication and interpersonal skills with the ability to relate to a wide range of people.
- Proven ability to handle several tasks at once, remaining disciplined and focused to manage priorities effectively.
- Experience of successfully handling sensitive and confidential information.
- Excellent team player with the ability to work effectively without frequent supervision with an adaptable and flexible approach.
- Understanding of, and empathy with, the work of the Church of England.
- Able to self-motivate, prioritise, plan and organise, including when under pressure.
- Ability to anticipate requirements, take initiative and know when to ask for further assistance.
- Decisiveness and determination when dealing with challenging situations.

Desirable

- Knowledge of Church of England structures.
- Experience of streamlining administrative processes.
- Experience of diary management.

Attributes and aptitudes

- Enthusiasm and energy.
- Unflappable under pressure.
- Professional with a cheerful and friendly disposition.
- Tactful
- Fast learner, prepared to take on information quickly.