



Job Description

Executive Assistant to the Diocesan Bishop

PURPOSE

To provide comprehensive and professional support and assistance (administrative, secretarial and clerical) to the Bishop of St Edmundsbury and Ipswich.

To be a primary point of contact for the bishop's office.

REPORTING TO

Diocesan Bishop

Functional reporting to the Bishop's Chaplain

KEY CONNECTIONS

Suffragan Bishop

Archdeacons of Ipswich, Sudbury and Suffolk

Dean and Canon Precentor at St Edmundsbury Cathedral

Diocesan Secretary

Bishops Chaplain

KEY TASKS

- Managing the calendar and appointments of the bishop accurately and efficiently and handling changes and conflicts with tact and sensitivity.
- Work with the bishop's chaplain to ensure that the bishop is fully briefed and provided with the relevant paperwork for all engagements.
- Managing the bishop's email and correspondence, responding to invitations and supporting the bishop and the bishop's chaplain as required.
- Maintain accurate records and efficient electronic and paper filing systems, databases and other records.
- Handling a wide range of telephone enquiries, answering queries directly where appropriate or passing on to the bishop's chaplain or other appropriate person.
- Organise travel and accommodation and prepare travel itineraries for the bishop.
- Planning and organising key meetings such as Bishop's Staff Meetings including the preparation of papers, agendas and catering. Attend some meetings and take minutes.
- Work closely with the bishop's chaplain to ensure that all services at which the bishop is involved (or engagements where they are participating) are agreed in advance
- Liaise with the Dean and Canon Precentor in relation to all episcopal services in the cathedral.
- Provide support for the bishop in any of their national roles, including the House of Lords and work with the national church institutions as well as other bodies outside the diocese
- Alongside the bishop's chaplain assist in the coordination, monitoring and communication of projects both in the bishop's diocesan and national roles.

- Organise and manage the bishop's official events and social functions such as Summer Garden Parties. Attend and assist at these events as required.
- Work in close association with the PA to the Archdeacons and the Bishop's Office and Finance Manager to ensure the smooth running of the bishop's office providing cover in case of absence.
- Work collaboratively with the Diocesan Office staff to maintain good working relationships.
- Adhere to policies, including safeguarding, health and safety, GDPR, access to files, etc.
- Undertake any training as required.
- Undertaking any other tasks, projects or reasonable duties in line with experience and skills as required by the bishop from time to time.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
• Good general level of education to A level or above or the equivalent • Proven administration skills	• Diploma level in secretarial administration or business qualification or degree level in any other field
Skills and Abilities /Aptitudes	
• Excellent administrative and time management skills, and attention to detail. • Advanced IT skills and expertise in Microsoft Office, including Word, Excel, Power Point; Outlook, Teams and file management systems • Experience of diary management. • Excellent written and oral communication skills and the ability to summarise information concisely and clearly • 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 highly confidential information with tact and sensitivity. • Excellent team player with the ability to work effectively without frequent supervision with an adaptable and flexible approach. • Experience of event planning and delivery. • Sympathetic to the mission and ministry 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.	• Knowledge of Church of England structures and organisation • Experience of providing PA support at a senior level
Attributes and Aptitudes	
• Enthusiasm and energy. • Unflappable under pressure. • Professional with a cheerful and friendly disposition. • A high level of integrity and discretion • Fast learner, prepared to take on information quickly • Able to work in a small team as well as independently.	

GENERAL INFORMATION

Contract Type	Permanent
Salary	Church of England Pay Scale: £30,307 - £35,646 per annum
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	35 hours per week TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 3 months.
Place of work	The Bishop's Office, 4 Park Road, Ipswich IP1 3ST

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment."

"All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required"

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<https://www.cofesuffolk.org/about-us/vacancies>

For an informal conversation please contact Alan Forsdike, Bishops Chaplain, on 07923 253762 or bishops.chaplain@cofesuffolk.org to arrange a suitable time.

Please note: Applications will only be accepted via DBF application form available at [Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](#). CVs will not be accepted.

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Application closing date: Friday 21st November 2025.

Interview Date: Wednesday 10th December 2025