



Bishops' PA Job Description

POST INTRODUCTION

We are looking for a motivated person to join the Bishop's Office as Personal Assistant to the Bishop of St Edmundsbury and Ipswich and the Bishop of Dunwich. The post holder will play a key role in providing organisational and administrative support to the bishops, managing appointments and the competing pressures on the bishops' time. The post holder will also be responsible for planning and organising hospitality and events held at Bishop's House.

The successful candidate will be highly organised with the ability to effectively manage a range of competing priorities, with accuracy and attention to detail. You will be pro-active, professional, and unflappable, with a friendly and approachable disposition. Due to the nature of this role, you must be able to maintain strict confidentiality.

You will be joining a friendly and supportive team who work on a wider-ranging portfolio to support the bishops in their work. The post holder will mainly work for the Bishop of St Edmundsbury and Ipswich.

BACKGROUND

The Bishop of St Edmundsbury and Ipswich and the Bishop of Dunwich share responsibility for the work and ministry of the Church of England in Suffolk, one of the biggest voluntary organisations in the county. The diocese covers over 450 churches with over 1,000 ordained and lay ministers, church officers and staff. The post holder will be an employee of the Diocesan Board of Finance and be based in the Bishop's Office in Park Road, Ipswich.

DUTIES AND RESPONSIBILITIES

1. Primary Duties and Responsibilities

- Work directly with the bishops and other members of the team, to support all aspects of his daily work routine
- Maintain the Bishop of St Edmundsbury and Ipswich's calendar, including scheduling meetings, appointments, speaking engagements and travel arrangements
- Exercise judgment and flexibility in managing potential conflicting diary issues in a tactful and sensitive manner,
- Serve as liaison between the bishops, the wider diocese and other external bodies. This includes dealing with calls, emails, visitors, answering queries with tact and diplomacy and directing actions appropriate for resolution
- Help provide co-ordination, monitoring and communication of projects and programmes in both the bishops' diocesan and national roles
- Support the diocesan bishop in his national role and work with the National Church Institutions as well as other bodies outside the diocese including keeping track of processes and timelines relating to specific projects, including some project planning where necessary
- Help support and determine the priority of matters of attention for the bishops', ensuring appropriate follow up

2. Other Office Responsibilities

- Work with the other team members in the Bishops' office to ensure the bishops receive relevant papers and briefings for meetings and visits in a timely manner
- Work collaboratively with the diocesan office staff to maintain good working relationships
- Maintain efficient electronic and paper filing systems, databases and other records
- 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.

3. Hospitality and Events

- Arrange catering for meetings and events
- Help organise and manage Bishops' official events, including summer and Christmas parties

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

- Undertake when required general reception duties, and welcoming visitors to the Bishops' office.
- Carry out document checks for visitors to the office in relation to DBS and ID checks.
- Other general office duties including typing, photocopying and maintaining appropriate manual and electronic records and filing systems.
- 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.

REPORTING TO

The Bishop of St Edmundsbury and Ipswich

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge, Skills and Experience	
<ul style="list-style-type: none"> • Experience in an administrative role. • 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. • Experience of diary management. • 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. • Experience of event planning and delivery. • Some understanding of 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. 	<ul style="list-style-type: none"> • Knowledge of Church of England structures. • Experience of streamlining administrative processes.
Attributes and Aptitudes	
<ul style="list-style-type: none"> • Enthusiasm and energy. • Unflappable under pressure. • Professional with a cheerful and friendly disposition. • Tactful • Fast learner, prepared to take on information quickly 	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance (DBF) serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The salary is between £25,000 to £30,000; dependant on experience.
Term	Permanent
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Full time 35 hours per week. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas
Six	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	The postholder will be based at the The Bishop's House, 4 Park Road, Ipswich.

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.

Application packs available from: Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](http://www.cofesuffolk.org/Vacancies-Diocese-of-St-Edmundsbury-and-Ipswich)

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

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

Closing Date for Applications: Monday, 24th July at 5pm

Interview Date: To be confirmed