



Job Description

JOB TITLE:	Diary and Hospitality Manager to the Bishop of London
LOCATION:	The Old Deanery, Deans Court, London EC4V 5AA with flexibility for some working from home
ACCOUNTABLE TO:	The Bishop of London
MANAGED BY:	The Executive Assistant to the Bishop of London

Background to the Post

This post offers an exciting opportunity to contribute to a small team supporting the Bishop of London in her mission and ministry as Diocesan Bishop and Area Bishop to the Two Cities, as well as her national responsibilities. See the attached document ‘The Role of the Bishop of London’ and visit bishopoflondon.org to find out more.

The Diocese of London is the group of Church of England organisations located in London north of the River Thames and covers eighteen London Boroughs. It is made up of parishes, schools, chaplaincies, missional communities and other organisations, which are united by their common Christian faith.

The Diocese is overseen by the Bishop of London, assisted by Area Bishops, Archdeacons and senior staff, and administrated by the staff of the London Diocesan Fund (LDF).

The Cathedral is St Paul’s.

The Bishop’s office staff team comprises the Bishop’s Chaplain, the Executive Assistant, the Diary and Hospitality Manager, the Correspondence Assistant, the Bishop’s Adviser and the Parliamentary and Policy Researcher.

The team is based in the delightful surroundings of The Old Deanery in the City of London close to St Paul’s Cathedral. The Old Deanery contains the offices of the Bishop of London and the Archdeacons of London, Charing Cross and Hackney and the staff work together to ensure a warm and generous welcome to all visitors.

There will be flexibility for some working from home, to be negotiated.

There is an opportunity to attend the weekly Morning Prayer service in the chapel at The Old Deanery on a Monday morning. There is no compulsion or expectation to do so.

Key Relationships

The Bishop and her office staff, the Two Cities Area team, the London Area Bishops and their offices, the London Diocesan Senior Staff, the London Diocesan Board for Schools, St Paul's Cathedral, Diocesan Bishops and their offices, Lambeth Palace, the Church of England Parliamentary Unit, the Church Commissioners, Church House staff, the Corporation of London, City of London institutions and the Royal Household.

Job Summary

The Diary and Hospitality Manager plays a lead role in ensuring that the Bishop's diary reflects her strategy, key priorities and responsibilities. Consulting the Bishop and liaising with the Bishop's Team, the post-holder manages all incoming requests for time in the Bishop's diary, including requests for conversations, 'phone calls, meetings, appointments, liturgical engagements and attendance at events.

The Diary and Hospitality Manager is responsible for planning and organising extensive hospitality and events held at The Old Deanery

The post-holder plays a key role in maintaining numerous diverse relationships as outlined below, all of which are essential to the Bishop's ability to operate well across a wide range of contexts.

Principal Duties

Diary Management

- Manage the Bishop's diary proactively to ensure the activities and engagements reflect the full range of the Bishop's responsibilities and interests, taking a long term view to plan and anticipate the Bishop's annual commitments
- Triage all invitations against the diary and the Bishop's strategic priorities, review all incoming requests for time in the diary with respect to the ask and the expected outcome.
- Liaise with others to decide on the appropriate response and respond in a timely manner.
- Ensure that the diary reflects all decisions made, is up to date and contains all relevant information pertaining to each engagement, taking the initiative to achieve this.

Briefing and preparation

- Ensure that the Bishop has preparation, reading and writing time, in order to be fully prepared for each individual engagement.
- With respect to liturgies; discuss requirements and wishes with the parish/organisation.

- Work with the Chaplain and Adviser as appropriate to carry out research for all engagements as required.
- Responsible for obtaining full and complete briefings, in a timely fashion, for all the Bishop's meetings and events. Liaise with the Chaplain to provide briefings for all services attended by the Bishop and ensure the order of service and vesting requirements have been reviewed by the Chaplain.

Relationships internal to the Diocese

- Work with London Diocesan Board for Schools and others to arrange engagements with schools in the Diocese. Obtain briefings for all visits to Diocesan schools, ensure that they are on time and complete.
- Continue to build good relationships with St Paul's Cathedral clergy and lay staff, working co-operatively on services and events and proactively to smooth any potential complications.
- Liaise with the Diocesan Head of Communications and the Luther Pendragon media team to manage and review the Bishop's media profile.
- Attend fortnightly meeting with the Diocesan Head of Communications, Luther Pendragon media team and Bishop's team, to plan and review media coverage for the Bishop and the Diocese, all media editorial/feature opportunities and regular diocesan communications from the Bishop.

Relationships external to the Diocese

- Develop and maintain excellent working relationships with the offices of the Archbishops of Canterbury and York.
- Regarding interfaith and ecumenical relationships, maintain good working relationships with the Cardinal's office and the offices of the leading faiths. Liaise with the officers of the London Church Leaders and Orthodox Church. Promote the Bishop in the Diocesan partnerships with ALMA (Dioceses in Angola and Mozambique), New York and Berlin.
- In the City of London, maintain good relationships with the Remembrancer's Office, Corporation and some businesses. Liaise regularly with the Livery Companies. Reinforce the Bishop's profile in this context.
- Liaise with the Parliamentary and Policy Researcher and the Church of England Parliamentary Officer concerning business in the House of Lords, and opportunities for the Bishop to contribute to appropriate debates, and ensure that the Bishop is fully briefed.
- Maintain excellent relationship with the Royal Household including keeping an up to date knowledge of the OBE processes and State arrangements from a Royal Household perspective.
- Work collaboratively with staff at Christian Aid to support the Bishop in her role as the Chair of Trustees.

Events and Hospitality

Organise and manage the Bishop's official events at The Old Deanery

- Compile guest lists and administer invitations and responses
- Arrange catering, working with external caterers and suppliers
- Attend events when necessary and organise staffing of events when required
- Work with The Old Deanery Receptionist to organise the setting up and preparation of function rooms
- Work with The Old Deanery Receptionist to maintain stocks of catering supplies
- Maintain an awareness of Health & Safety considerations and food and hygiene safety (training will be given).
- Liaise with the Bishop's household as appropriate

Administration

- Organise and manage the Bishop's travel arrangements and itineraries in London, the UK and overseas, including purchasing gifts as appropriate
- Establish and maintain a register of gifts given and received by the Bishop
- Liaise with the House of Lords concerning expenses and Register of Interests.
- Maintain the Bishop's Register of Interests with trusteeships/directorships
- Take responsibility for timely submission of Trustee annual returns and Declarations of Interest.
- Manage the process of Bishop's awards and nominations e.g. St Mellitus Medal and Maundy Money
- Co-ordinate the Bishop's annual nominations of guest preachers at St Paul's Cathedral
- Maintain The Old Deanery paintings inventory working with Church Commissioners, Trumpington Gallery and Fulham Palace
- Proof-read articles and sermons for publication.

General

Attendance at functions and evening events may be required from time to time (time off in lieu will be given).

Above all, the Diary and Hospitality Manager is required to have the flexibility to undertake any other duties as directed by the Bishop that are commensurate with the role in order to support her in her ministry.

Person Specification

Personal Effectiveness

- Able to initiate and maintain effective administrative procedures
- Able to work proactively and prioritise effectively
- Able to handle highly confidential and sensitive matters professionally and appropriately
- Able to work independently using one's initiative and collaboratively as a member of a team
- Confident to make decisions for the Bishop when appropriate
- Patient, resourceful and able to stay calm under pressure
- Having a good eye for detail whilst keeping the big picture in mind
- Having a strong sympathy with the Christian faith and the Church of England, and an ability to share in the ethos of the Bishop's office and household
- Having the personal resilience needed to be able to cope with the sometimes challenging issues which are dealt within a bishop's office
- Having an understanding of the importance of safeguarding

Communication

- Establishes and maintains excellent working relationships with colleagues
- Demonstrates a warm, polite, helpful manner
- Excellent communication skills, both oral and written
- Good interpersonal and diplomatic skills with the ability to deal with a wide variety of people with confidence and respect

Knowledge and experience

- Experience of managing an extremely busy, changeable diary of a senior individual
- Proven administrative experience, particularly in handling large volumes of correspondence
- Ability to draft correspondence
- Proven ability to manage a varied workload efficiently ideally with experience of working in a complex or similar organisation
- Excellent IT skills, proficient in Microsoft Office Suite
- Educated to 'A' level or above or equivalent
- Knowledge of the Church of England and City of London

General Conditions

Diversity statement

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace.

Terms of Employment

Salary

£34,472 per annum.

Pension scheme

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.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances.

Hours of work

The hours of work will be 35 hours per week with a one-hour unpaid lunch break daily.

Annual Leave

An entitlement of 25 days paid annual leave per leave year plus 3 defined organisation days. This is exclusive of public holidays. The leave year runs from 1st January to 31st December.

Notice

The notice period is one month on either side or that to which the employee is entitled in accordance with current employment legislation, whichever is greater or by pay in lieu of notice by the employer. Should the employee be summarily dismissed on the grounds of gross misconduct, the employment may be terminated without notice.

Contract

The post is offered on an open-ended contract subject to a six month probationary period

Closing date for receipt of applications

Sunday 17 November 2024

Interview

Wednesday 27 November 2024 at The Old Deanery, Deans Court, London EC4V 5AA