

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we are looking for then we would like to hear from you.

About the department

The Palace and Events department is a small, friendly team that works in partnership with all other departments at the palace. We provide guidance and event support for any events held internally and at external venues. Within the department we strive for excellence and always go about our work with good humour and flexibility.

What you'll be doing

The purpose of this role is to aid in the preparation, running and clearing of events at Bishopthorpe Palace, including working in the kitchen and occasionally at external venues. In addition, the post holder will provide administrative and bookkeeping support to the Palace and Events Manager whilst maintaining a high degree of confidentiality in all aspects of their role.

1. Events:

- Manage requests for prospective meetings, events, and tours held at Bishopthorpe Palace. Consulting with the Palace and Events Manager to ensure that they are in harmony with the doctrines of the Church of England and the Archbishop's ministry.
- Maintain a diary of events taking place in the Palace and grounds to ensure the smooth running of the Palace, under the direction of the Palace and Events Manager.
- Communicate with clients, actual and prospective.
- Look for creative ways to maximise the use of Bishopthorpe Palace to generate revenue whilst ensuring any events held are in keeping with Church of England and the Archbishop's ministry.
- Produce and distribute event information sheets (paper and electronic) to ensure all staff are aware of forthcoming functions.
- Assist in the preparation (including AV equipment), running and clearing of events taking place in the Palace and at outside venues, as directed by the Palace and Events Manager. This also includes kitchen-based duties, early morning and evening work, and weekends.
- Ensure the smooth running of all functions, maximising efficiency whilst working within the approved Bishopthorpe guidelines, and in direct liaison with the Palace and Events Manager.
- Ensure a good working knowledge of current food safety regulations and, in liaison with the Palace and Events Manager, ensure these working practices are applied within the food preparation areas of Bishopthorpe Palace.
- Assist the Palace and Events Manager in the organisation of staff functions.
- Ensure events are adequately staffed, co-ordinating casual staff team with Palace and Events Manager.

2. Administrative Duties:

- Provide general administrative support to the Palace and Events Manager, and any other duties that may arise as required.
- Assist the Palace and Events Manager in the management of the Sales Account to ensure expenditure and budgets are up to date and accurate, invoices are raised for events and relevant banking is completed.
- Deal with email, written and telephone enquiries in the absence of, and on behalf of, the Palace and Events Manager. Filter and make telephone calls on behalf of the Palace and Events Manager. Photocopy, laminate and shred documents as required.
- File and retrieve papers relevant to the work of the Palace and Events Manager, this will include the maintenance of electronic and paper files relating to forthcoming events held at the Palace.
- Work closely with the Palace and Events Manager's team to maintain communication in relation to ongoing projects and events, including liaison with the Archbishop's Chef and Palace Warden.
- Receive visitors, as required, on behalf of the Palace and Events Manager.
- Maintain regular contact with people at all levels, in the many areas of the Palace and Events Manager's remit.

3. Palace Tours:

- Research income-generating souvenirs and postcards in conjunction with the

Palace Warden and the Palace and Events Manager.

- Work with the Palace Warden to maintain stock levels in the souvenir cupboard and administer the petty cash float for the sales of souvenirs.
- Oversee the selling of tour items using the electronic sales equipment (such as SUMUP).

4. Other Duties

- The Assistant to the P&E Manager should also provide full administrative cover in the absence of the P&E Manager, consulting with the Archbishop's Personal Assistant, Chef and Palace Warden to ensure that all diary commitments and events are properly administered and catered for.
- Provide administrative support to Health and Safety office holders.
- Be part of the reception cover rota

All staff working at the Archbishop of York's office share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

It should be known that The Office of The Archbishop of York is committed to supporting victims and survivors, by being trauma informed. Therefore, there is an expectation that all safeguarding requirements and training will be completed.

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Essential

Knowledge/Experience:

- Previous secretarial and administrative experience.
- Understanding of the role in the context of the Archbishop of York's ministry.

Skills/Aptitudes:

- Experience of using MS Office in particular good working knowledge of Word, and Excel, as well as a networked computer system.
- Well-presented work with an eye for detail.
- Ability to show initiative and work with minimal supervision.
- Good communication skills both oral and written, including an excellent telephone manner as daily contacts are at the highest level. S/he will be required to draft letters independently.
- Good interpersonal and diplomatic skills. S/he will need the ability to deal with people at all levels and all walks of life with courtesy and appropriate firmness, as required.
- Good level of numeracy and ability to manage financial data.
- Ability to maintain a high degree of confidentiality.
- Well organised, methodical and the ability to cope with conflicting priorities.

- Experience of accessing information from the internet.
- Ability to work calmly under pressure and to meet deadlines.
- Ability to work as a member of a team.
- Willingness to join the First Aid at work Team, and Fire Warden Team.

Desirable

- Previous experience of working within a catering/events environment.
- A level 1 Food Hygiene qualification would be advantageous, but training will be provided.
- A knowledge of York, its environs and infrastructure, institutions and organisations would be advantageous.
- Knowledge of the structures, belief, and liturgy of the Church of England.

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Vacancy Summary

JOB TITLE:	Assistant to the Archbishop of York's Palace and Events Manager
NCI ENTITY:	Bishopthorpe Palace
DEPARTMENT:	Office of the Archbishops (Bishopthorpe Palace)
GRADE:	Band 6 Standard Point
SALARY:	£27,840.80 pro rata (FTE £34,801)
WORKING HOURS:	28
PRIMARY OFFICE LOCATION:	Bishopthorpe Palace, York, YO23 2GE
HYBRID WORK ARRANGEMENTS:	4 days a week in the office, with the expectation to work in the evenings and weekends
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 12 months
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic

**IS A FAITH-BASED GOR
APPLICABLE FOR THIS ROLE?**

ORACLE POSITION CODE:

8017079

COST CODE:

15430

PARENT POSITION:

Archbishop of York's Palace and Events Manager