

## **ROLE PROFILE FOR Administrative Assistant, Bishop of Durham's office**

### **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.

The Acting Bishop of Durham in her Corporate Capacity wishes to appoint a part-time Administrative Assistant to join the small office team that works from the Bishop of Durham's Office in Auckland Castle, Bishop Auckland. The Bishop is also supported by a Chaplain, a PA/Office Manager and a Personal Secretary.

#### **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're looking for then we would like to hear from you.

### **About the department**

Join us and become part of the Team in Durham Diocese working together to serve the people of the North East, from the Tyne to the Tees and the Dales to the Sea by 'Blessing our Communities in Jesus' name for the Transformation of us all'. We are particularly seeking to do this by Challenging Poverty, Engaging with Children and Young People, Caring for God's Creation and Energising Growth'.

People are at the heart of who we are and what we do as we seek the care and flourishing of clergy and congregations in our churches and parishes, the care and flourishing of children and young people in our schools and communities and the care and flourishing of relationships that stretch across faith communities, local communities and local and regional government.

## What you'll be doing

The purpose of this role is to provide general administrative support in the office, with particular responsibility for book-keeping/accounts and monitoring some processes relating to clergy training and renewals of permission to minister.

### MAIN DUTIES AND RESPONSIBILITIES

#### Financial/Budgetary Management

Managing the budget and dealing with all day to day financial matters including online banking of the Bishop's Official Expenses account

Keeping records as required by the Church Commissioners; these are reconciled and a return submitted by the Office Manager on a quarterly basis

#### Safeguarding Training Renewal

Inviting all diocesan clergy and others who hold a Bishop's Licence to renew their Safeguarding Training in good time

Checking that those invitations result in bookings for training courses

Liaising well with the Bishop's Chaplain who leads on Safeguarding in the Bishop's Office, as well as with the Diocesan Safeguarding Adviser and her team

Recording successful completion of Safeguarding Training on our contact management system

#### Permission to Officiate

Processing applications from retired clergy and others who wish to seek the Bishop's Permission to Officiate (PTO) in the diocese. Ensuring that all documentation is in order to present to the Bishop.

Issuing PTO letters as instructed by the Bishop

Monitoring forthcoming renewals of PTO, and requesting reviews of working agreements from clergy

#### Parishes

Monitoring renewal dates on permissions to parishes

Filing papers relating to parishes

#### General office tasks

Answering the telephone and forwarding calls as necessary

Welcoming visitors and arranging catering as necessary

Filing confidential documents in personal files

Other duties broadly in line with those above from time to time as instructed by the Bishop or Office Manager

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.

## About You

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.

### Essential

- Good general standard of education, with a high standard of literacy and numeracy
- Experience of managing data including personal data and databases
- Competence in using Microsoft Office applications, especially Outlook, Excel and Word
- Familiarity with online banking and the ability to keep accurate records using MS Excel
- Good time management and organisational skills; ability to work on own initiative
- Understanding of the importance of maintaining confidentiality
- Good communication skills and telephone manner
- The ability to work well in a small team
- A flexible approach to duties and working hours, including a willingness to share responsibilities with colleagues

### Desirable

- Sympathy with the Christian faith, ability to share in the ethos of the Bishop's office and household
- An understanding of and familiarity with the structure of the Church of England

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Administrative Assistant</b>
<b>NCI ENTITY:</b>	Province of York
<b>DEPARTMENT:</b>	Bishop of Durham
<b>GRADE:</b>	Band 6      Spinal Point 1
<b>SALARY:</b>	£10,210.29 (23,824 FTE)
<b>WORKING HOURS:</b>	15 hours over 3 days (Wed-Fri)
<b>PRIMARY OFFICE LOCATION:</b>	Auckland Castle, Bishop Auckland, DL14 7NR
<b>HYBRID WORK ARRANGEMENTS:</b>	
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017151
<b>COST CODE:</b>	15130
<b>PARENT POSITION:</b>	8017154