



# Job Description

**JOB TITLE:** Correspondence and Administrative Assistant to the Bishop of London

**LOCATION:** The Old Deanery, Deans Court, London EC4V 5AA

**RESPONSIBLE TO:** 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 their mission and ministry as Diocesan Bishop and Area Bishop to the Two Cities, as well as their national responsibilities. Visit [bishopoflondon.org](http://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 Bishop's Adviser, the Executive Assistant, the Diary and Hospitality Manager, the Correspondence and Administrative Assistant 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 some flexibility to work remotely but because of the nature of the role please expect to work from The Old Deanery for the majority of the time.

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

## **Job summary**

The Bishop's Correspondence and Administrative Assistant works in close co-operation with the team to provide vital support to the Bishop. The Correspondence and Administrative Assistant ensures first class, discreet and confidential, secretarial and administrative support for the Bishop with a particular responsibility for correspondence coming into and going out of the Bishop's office and, in liaison with the Bishop's office staff team, to ensure that appropriate action is taken to progress these communications. The correspondence that the Bishop receives and answers is diverse, may be sensitive, and involves a very wide range of people, from parishioners and clergy to others in public life.

## **Principal Duties and Accountabilities of the role**

### **Correspondence**

Managing incoming correspondence to the Bishop's office, both electronic and postal mail –taking the initiative to re-direct enquiries, obtaining further information and drafting responses on behalf of the Bishop

- Ensuring prompt handling of the Bishop's correspondence
- Drafting and sending responses in discussion with the Bishop and members of the team
- Administering requests for the Bishop's signature on official documents. including obtaining briefings and processing efficiently

Taking responsibility to ensure that appropriate action is taken to progress communications

Handling a wide range of telephone enquiries with confidence, warmth and diplomacy, applying knowledge to answer queries directly and/or referring on as appropriate

Co-ordinating communication from the Bishop to clergy and parishes in the Two Cities Area, in liaison with the Bishop and Adviser

- Managing the production of a regular podcast
- Collaborating with the Archdeacons' office to provide content for the Two Cities Area monthly newsletter mailing
- Maintaining the Bishop's diocesan website pages in collaboration with communications team, to ensure accurate, up to date information (training will be given)

Maintaining up to date lists of contacts for example

- Producing the Bishop's official Christmas card list

Managing ad hoc correspondence tasks, for example

- The Bishop's Christmas card mailing
- Bulk card mailings for special occasions or anniversaries

Collaborating with the Diary and Hospitality Manager, for example

- Administering event invitations, collating responses, dietary requirements

It is essential in the areas listed above that confidentiality is maintained and that correspondence which instigates a process is followed up to ensure the necessary actions are completed.

## **Administrative**

Supervising record keeping and maintaining comprehensive filing systems, in compliance with GDPR, to enable ready access to correspondence, documents and information

- Managing the confidential clergy files in accordance with [House of Bishops' guidance](#)
- Liaising with the Archdeacons Administrator to maintain accurate database information
- Working closely with the Archdeacons Administrator to ensure compliance of DBS and safeguarding training requirements for clergy and lay ministers by maintaining a tracking process, a schedule of reminders and escalation to the Bishop when appropriate

Co-ordinating confidential enquiries and correspondence in connection with clergy appointments, for example

- Managing the process of applications from clergy for the Bishop's Permission to Officiate
- Initiating episcopal reference requests and drafting offer letters in consultation with the Bishop
- Handling incoming episcopal reference requests, preparing drafts and ensuring timely responses
- Responding to letters of resignation and ensuring appropriate process is commenced
- Managing the administrative process around the annual ordination of deacons
- Processing DBS checks for Clergy, Lay Ministers and Ordinands in the Two Cities Area (training will be given)

It is vital to establish and maintain a system to ensure timely completion of all appointment processes.

Dealing with enquiries from clergy and parishes, for example

- Taking responsibility for establishing the required permissions for visiting clergy from overseas, often within short timescales
- Organising the issue of Chalice Assistant certificates

Collating the annual confirmation statistics from area offices and compiling and submitting the annual return for Church House Westminster.

## General

Providing administrative support to the Executive Assistant.

Covering reception duties at The Old Deanery when the Receptionist is on holiday, during sick leave, or when required.

Providing general support to members of the Bishop's office team to include cover during holiday, sick leave or when required.

Supporting and staffing functions and events at The Old Deanery as part of the team. Evening attendance may be required occasionally and time off in lieu will be given.

Above all, the Correspondence and Administrative Assistant is required to be well organised and methodical and to have the personal skills to deal with the diversity of enquiries, as well as having the flexibility to undertake any other duties as directed by the Bishop that are commensurate with the role in order to support the Bishop in their ministry.

## Person Specification

### *Personal Effectiveness*

- Able to initiate and maintain good and effective administrative procedures
- Able to prioritise effectively
- Able to work collaboratively as part of a team
- Able to be appropriately protective of the Bishop
- Has a good eye for detail
- Has a robust attitude towards criticism from the public, is able to stay calm under pressure
- Has 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
- Has the personal resilience needed to be able to cope with the sometimes challenging issues which are dealt within a bishop's office
- Has an understanding of the importance of safeguarding

### *Communication*

- Establishes and maintains excellent working relationships with colleagues
- Demonstrates a warm, polite, helpful manner
- Communicates effectively with people at all levels, both inside and outside the Church
- Understands the importance of handling confidential and sensitive matters professionally and appropriately
- Excellent interpersonal and diplomatic skills, dealing with people from all walks of life with courtesy and, where necessary, firmness

### *Technical*

- Demonstrates ability to draft letters and/or adapt standard letters as appropriate
- Demonstrates excellent presentation, layout and accuracy in text production
- Demonstrates proven ability to use Microsoft Office package

### *Administrative*

- Demonstrates excellent standards of literacy, grammar and spelling
- Demonstrates good standard of numeracy
- Works flexibly
- Meets deadlines

### *Knowledge*

- Educated to 'A' level or above or equivalent
- Proficient use of Microsoft Word, Excel, Access, PowerPoint, Outlook and Explorer
- Proven ability to manage a varied workload efficiently
- Experience of working in a busy office environment

## **Terms of Employment**

### **Salary**

The salary for this post is £32,205 per annum.

### **Pension scheme**

Non-clergy staff will be automatically enrolled into the Church Administrators Pension Fund (CAPF, DC Section). Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners on behalf of the Bishop have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section and be under 65 years or, if it is higher, their state pension age. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

### **Hours of work**

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

**Annual Leave**

An entitlement of 25 days paid annual leave per leave year. This is exclusive of public and additional 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**

The closing date for applications is 11:59pm on Friday 2nd January 2026.

**Interviews**

Interviews will take place on Tuesday 13<sup>th</sup> January 2025 at The Old Deanery, Deans Court, London EC4V 5AA.