



Role Description – Administration Assistant – The Office of The Bishop of Birmingham

The Office of the Bishop of Birmingham provides efficient administration to support the work and ministry of The Bishop of Birmingham as he leads The Church of England - Birmingham in its vision of “Growing Churches at the Heart of Every Community”

The role is varied and demanding, requiring a calm and patient approach and a high degree of organisational and administrative skills. Key working relationships are with The Bishop and his family, the Bishop’s Chaplain, the Office and Site Manager and Executive Assistant and the rest of the team in the Bishops’ Office, and, more widely, with a wide variety of people locally, nationally and internationally.

Summary

To work alongside the Executive Assistant to support an efficient administrative centre for The Bishop of Birmingham’s ministry.

Duties

- Assist in arranging official hospitality by the bishop as required and share in welcoming visitors to the Bishop’s Office. To include:
 - Liaising with catering providers and making bookings as required for the Bishops’ meetings and functions; providing supplementary refreshments and making additional preparations as necessary
 - Organising/assisting with large or occasional functions and events as required; attending functions and events as requested by the Bishop, and where necessary to welcome guests and serve refreshments
 - Producing and managing guest lists, and preparing and sending invitations to functions and events as required
- Acting as the first point of contact for the wide range and high volume of internal and external telephone calls, emails and other enquiries for the Bishops’ Office; representing and acting on behalf of the Bishop and his staff in dealing with people confidently and helpfully.
- Keeping confidential clergy personal files up-to-date, tidy, and well-organised; ensuring an understanding of and compliance with national and diocesan policies.
- Understanding safer recruitment requirements and safeguarding policies and showing willingness to engage in required safeguarding and other appropriate training.
- Ordering office and hospitality supplies as directed
- Ensuring that contact records are kept up-to-date via the Contact Management System; circulating mailings as required; using records to complete small projects as required;
- Undertaking any other similar duties as reasonably directed by the Bishop or the Office & Site Manager.





Person Specification

- Proven ability to work effectively on your own, as well as part of a collaborative team
- Experience of working within a busy office environment and proven administrative skills
- Good use of the English language, both oral and written, including grammar, spelling and punctuation; good IT skills including use of Microsoft Outlook and Office programmes. (The use of Cognito Forms -Desirable)
- Excellent organisational, interpersonal and communication skills
- Ability to work under pressure and to changing or conflicting deadlines; being punctual and organised
- Ability to handle sensitive information and maintain strict confidentiality
- Self-motivated, with experience of prioritising tasks and the need to be flexible and adaptable, including multitasking and taking initiative
- Comfortable in dealing with, listening to and taking instructions from senior colleagues
- Be sympathetic to the Christian faith, the mission of the Church of England, and the ministry of the Bishop of Birmingham.
- Be flexible with the changing needs of the office and the Bishop's ministry
- Warm & friendly with resilience and good humour.
- Communicate in a professional, respectful and courteous manner.

Terms and Conditions

Working Hours 14 Hours per week to be worked on a Monday & Thursday

Place of Work: Bishops Croft, Old Church Road, Harborne, B17 0BG

There may be a requirement to work at the Diocesan Office on Corporation Street, Birmingham. Expenses would be paid if this was required.

Remuneration: £9,934.80 pro rata (FTE £24,837)

Responsible to: Office and Site Manager

Closing Date: Sunday 5th October

Interviews to be held at Bishops Croft on Tuesday 16th October

