

# EXECUTIVE ASSISTANT TO THE BISHOP OF LEICESTER

## JOB DESCRIPTION

<b>Job title:</b>	Executive Assistant to the Bishop of Leicester
<b>Contract Length:</b>	<b>Fixed term for 13 months</b>
<b>Location:</b>	Bishop's Lodge, 12 Springfield Road, Leicester LE2 3BD
<b>Accountable to:</b>	The Bishop of Leicester
<b>Key relationships:</b>	The Bishops of Leicester and Loughborough, the Bishop's Chaplain, Personal Assistant to the Bishop of Loughborough, Social Policy advisor to the Bishop, staff at the Diocesan Offices and other post holders in the Diocese of Leicester.
<b>Summary of Job:</b>	To maximize the ability of the Bishop of Leicester to function effectively in their role by ensuring excellent office support and to support the work of the Diocese as a whole.

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- Diary and meeting planning and management including
  - Maintaining an overview of the diary to ensure balance is maintained between the bishop's strategic, pastoral, civic, management, national church and other roles while setting aside time for rest and family
  - Day to day diary management
  - Provision of papers for meetings in a timely and efficient manner
  - Travel arrangements, including arrangement of overseas trips
  - Organising relevant meetings in the House of Lords, liaising with the social policy advisor to do so.
- Manage correspondence including triaging of emails and letters and drafting responses or responding appropriately on behalf of the Bishop.
  - Including the proof reading and sending of any pastoral letters
- Oversight of and support for HR processes including
  - Management of blue files, alongside Bishop's chaplain and EO
- Office manager
  - Ensuring the smooth running of the office
  - General office duties and ensuring a welcome for visitors
- Participation at meetings on behalf of the bishop as required
- Support for the Bishop and Bishop's Chaplain with special projects as required

- Undertake whatever other tasks the Bishop may reasonably expect.

## **PERSON SPECIFICATION**

The post of Executive Assistant requires a person able to offer a range of skills appropriate to a wide-ranging and varied role. The following are the key requirements.

### **Essential**

- Relevant work experience (e.g. as a PA, administration or office management role)
- Good communications skills, both written and verbal; good and accurate written English.
- Ability to draft clear and accurate documents/reports for various audiences.
- Excellent administration, office management and diary management skills.
- Excellent IT skills, including word-processing, spread-sheets, databases and familiarity with social media.
- Sympathy with the values and purposes of the Church of England and with the values and priorities of the Bishop and Diocese of Leicester and a desire to see the work flourish.
- Capacity to relate appropriately to a wide range of people, in person, by telephone or e-mail.
- Ability and willingness to work collaboratively with the Bishop and other colleagues.
- Ability to demonstrate leadership in administrative processes, to show initiative and work with minimal supervision.
- Ability to focus under pressure and meet deadlines while working with meticulous attention to detail.
- Sound judgement to determine what should be referred to the Bishop or Bishop's Chaplain for approval, agreement or information and what can be dealt with independently.
- Flexibility and adaptability to changing priorities.
- Aptitude for developing and reviewing office systems in response to availability of new technology.
- Ability to understand and operate accurately formal and legal procedures.
- Understanding of and commitment to the principles and practice of confidentiality.
- Willingness to be involved in continuing personal and professional development.
- Ability to arrange own transport when necessary.
- Experience of taking responsibility for running an office and able to be the sole administrative support.
- Ability to see how this role fits into the bigger picture of the work of the Diocese.

### **Desirable**

- Knowledge of safeguarding / DBS and Data Protection principles.
- Ability to understand financial reports

## **GENERAL CONDITIONS**

### **Standards of behaviors and conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Health and safety responsibilities**

All staff are required to ensure that they understand and accept the legal duties placed on them (by the Health and Safety at Work Act) not to endanger themselves or others and (by the Management of Health and Safety at Work Regulations) to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy.
- to make themselves familiar with accident and emergency procedures on their site.
- to make themselves familiar with the findings of any risk assessments which might affect them.
- to inform the Bishop immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

### **Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Bishop.

## **TERMS OF EMPLOYMENT:**

### **Salary**

The starting salary for this post is £27,027 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. In addition to the employer age-related contribution, the employer also matches the employee contributions in whole percentages up to 3%. Employees enrolled into PB2014 will be automatically enrolled to contribute 3% of their pensionable salary. The employee can choose to increase or decrease their contribution at any time.

## **Hours of work**

The hours of work will be **35 hours per week (usually 8.30am – 4.30pm, but with flexibility possible)** exclusive of an hour unpaid lunch break, to be taken at a time agreed with the Bishop, but some flexibility will be required from time to time, particularly during the periods when there are a number of hospitality events (e.g. garden parties). With the Bishop's agreement some remote working may be permissible. Ideally working from the office at **Bishop's Lodge, 12 Springfield Road**, but with some home working possible, in agreement with the Bishop.

## **Annual Leave**

An entitlement of **25 days annual leave** per leave year (pro rate if part time). This is exclusive of public and additional holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> 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.