



Executive Assistant to the Bishop of Whitby

Location: Stainton, nr Middlesbrough

Salary: £29-31k p.a.

The Diocese of York is a community of nearly 600 churches and 121 schools, led under God by the Archbishop of York. Day-to-day leadership is shared with three Suffragan Bishops, each supported by an Executive Assistant (EA) and working in partnership with an Archdeacon.

Our vision is to invite and support the 1.5 million people across the Diocese to Live Christ's Story.

The Bishop of Whitby, the Right Reverend Barry Hill, oversees the Archdeaconry of Cleveland, covering diverse communities from Middlesbrough and the River Tees in the north to the Vale of Pickering in the south, and from Whitby to Thirsk. The area includes both urban and rural parishes, with a wide range of socioeconomic contexts.

Bishop Barry leads on diocesan priorities for growing younger and more diverse, chairs the Board of Education which supports the church schools, and co-leads work on mission, ministry, and discipleship. He also chairs task groups on FE/HE education, and on Racial Justice and Intercultural Ministry. Bishop Barry holds various national responsibilities, including helping lead ecumenical prayer movement, Thy Kingdom Come, and being a champion bishop for what it means to grow younger and more diverse as a national church.

He is based in Stainton, Middlesbrough, where his home office includes a spacious, well-equipped dedicated office for his EA, set in beautiful surroundings with free parking. Bishop Barry, his wife Pep (also ordained), their two teenagers, and dog Tilly moved to the area in September 2025, following two decades of ministry in Leicestershire and earlier work in Oxford and Sussex. He is often away from the office and usually takes Fridays off.

The Opportunity

This full-time role provides proactive executive and administrative support to the Bishop of Whitby. Key responsibilities include managing the Bishop's diary, overseeing office systems, handling clergy appointment administration, and acting as the first point of contact for a wide range of enquiries. This is a complex and fast-moving environment with both local and national pressures which need to be balanced.

We're looking for a highly organised, adaptable individual with strong interpersonal skills and experience in a busy office environment. You'll need to work independently, manage multiple priorities, and maintain confidentiality. A good understanding of the Christian faith—and ideally Anglican worship—is essential, along with a commitment to supporting the Bishop's ministry.

You'll bring excellent literacy, numeracy, and attention to detail, with the ability to improve systems and help maximise the Bishop's time. The role is primarily office-based in Stainton, Middlesbrough (Monday–Thursday preferred), with some flexibility for remote or out-of-hours work to suit personal circumstances. Occasional travel within the Diocese may be required.

You'll join a supportive network of EAs and PAs across the Diocese, with regular team meetings. We offer a competitive salary, generous holiday and pension benefits, and additional perks such as eye care vouchers, Employee Assistance Programme, and a Cycle to Work scheme—all while contributing to the life of a vibrant and meaningful organisation.

Job Description

Executive Support

- Manage the Bishop's diary, appointments, travel, and event logistics.
- Anticipate and act proactively on information flows into the office particularly where this relates to diary and deadline matters.
- Support communication and information flow across the Diocese.
- Administer clergy vacancy and appointments processes, over 70s applications, and Permissions to Officiate including liaison with legal advisors to ensure compliance.
- Oversee the Bishop's expenses, discretionary funds, and local budget.
- Prepare materials for meetings; occasionally attend and take minutes.
- Coordinate visits and liaise with clergy, church leaders, public bodies, and the public.
- Research and prepare content for presentations and reports.
- Support the Bishop's evolving role, including new legislation and wider responsibilities.

Office Administration

- Act as the first point of contact, managing correspondence and maintaining a secure, accessible filing system in line with data protection.
- Ensure office systems, supplies, and IT resources are up to date.
- Welcome visitors and provide hospitality as needed.

Communications

- Work closely with the Archdeacon of Cleveland's PA.
- Liaise with internal contacts (Archbishop's staff, clergy, parishioners) and external contacts (officials, dignitaries, media, public).

General

- Represent the Bishop's office with professionalism, discretion, and pastoral sensitivity.
- Maintain confidentiality and integrity at all times.
- An understanding of safeguarding practice and a willingness to engage with the Diocesan safeguarding processes.
- Participate in annual reviews and professional development.
- Provide occasional admin cover and contribute to wider diocesan work.

Note: This outline reflects the core responsibilities of the role, but the post holder may be asked to undertake any other relevant duties appropriate to the post. The role may evolve over time in consultation with the post holder.

We would welcome expressions of interest if a job-share would be preferred.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Experience	<p>At least 3 years' experience of working at a senior level in a busy office</p> <p>High level of IT literacy, including Microsoft 365.</p> <p>Experience of handling highly sensitive, confidential data within the requirements of legislation.</p> <p>Demonstrable understanding of the organisation/culture of the CofE.</p>	<p>Experience of working as an EA/PA.</p> <p>Experience of establishing constructive working relationships with a wide range of stakeholders at all levels.</p> <p>Understanding of the wider Church, including ecumenical relations.</p>
Qualifications and Training	Good all-round general education to at least A level standard.	
Skills and Abilities	<p>High level of professionalism, initiative and independence, able to work independently and able to advise on sensitive issues.</p> <p>Excellent interpersonal and communication skills.</p> <p>Excellent organisational skills and attention to detail.</p> <p>The ability to prioritise the diverse elements of this role and work efficiently under pressure.</p> <p>Ability to manage a budget effectively.</p> <p>Problem solving skills.</p>	<p>Ability to understand, use and where necessary translate the language and culture of the Church as appropriate to the circumstances.</p> <p>Leadership and pastoral skills, able to motivate and encourage co-workers, and manage performance.</p> <p>Ability to take detailed and accurate notes in real time.</p>
Personal Qualities	<p>Ability to relate to people across the whole social spectrum and put them at their ease.</p> <p>Ability to engender trust and demonstrate tact and diplomacy whilst maintaining confidentiality.</p> <p>Flexible, adaptable, approachable and supportive.</p>	A sense of humour.
Circumstances	<p>Empathy with the Christian faith and a commitment to applying your professional knowledge with personal integrity to support the ministry and mission of the Diocese.</p> <p>Able to work flexibly within the requirements of the role, including occasional evenings and weekends, and the ability to travel independently within the Diocese.</p>	A practising Christian.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Bishop of Whitby
DBS Disclosure	A standard DBS check will be required
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based primarily at the Bishop of Whitby's residence in Stainton, near Middlesbrough with one day per week from home
Hours	<p>The post is full-time, 35 hours per week</p> <p>The post holder will be required to occasionally attend meetings outside normal working hours subject to time off in lieu, agreed in advance. On rare occasions some duties require travel within the Diocese of York, and once a year elsewhere in England for the annual bishops PA conference.</p>
Salary	An appointment will be made at Grade 6. Starting salary will be in the range £29-31,000 per annum, depending on experience.
Pension	The YDBF offers a contributory pension scheme organised by the Church of England Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme)
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking within the parameters outlined above.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.