

## **Senior Executive Assistant and Office Manager (Bradwell Episcopal Area)**

**Reports to:** Bishop of Bradwell

**Salary:** £35,934 per annum

**Responsible for:** Oversight of the operations of the Bishop of Bradwell and the Bradwell Area Office

**Hours of Work:** Full-time (35 hours a week)

**Normal Place of Work:** Bradwell Area Office, 58 New Street, Chelmsford CM1

### **Overall Purpose of the Post**

As Executive Assistant to the Bishop of Bradwell you will play a key part in developing and fostering the culture of the Bradwell Episcopal Area as a place of flourishing and joyful Christian ministry. This is an exciting opportunity to work in a dynamic, high-profile environment where your contribution will have a direct and meaningful impact.

In this key role, you will expertly manage the office of the Bishop, providing excellent PA support by handling correspondence and inquiries, building strong relationships and engaging with diocesan staff, clergy, and parishes on the Bishop's behalf, and overseeing the Bishop's diary. Ensuring that the Bishop is well-informed and well-prepared for his meetings and engagements will be central to your role.

You will be working interdependently with the Archdeacons, other PAs and the occasional members of the Area Team, to promote and ensure efficient and joined-up working practices. You will offer a professional, yet pastorally aware and supportive frontline response to our clergy and churches.

### ***Main duties and responsibilities:***

#### Overseeing and managing the office

- Ensuring that clear procedures and policies are in place
- Reviewing workflows and processes on an ongoing basis and seeking opportunities for improvements
- Facilitating effective internal communication, including liaising with the Bishop's Staff, Diocesan Office, Diocesan Registry, Diocesan clergy and secretarial staff, other Bishops and clergy nationally, as required, Church and Commissioners Bishops Department.

#### Managing the Bishop's diary

- Organising the complex demands on the Bishop's time through efficient diary management and careful coordination of visits and meetings
- Assisting the Bishop with preparation for meetings/engagements, including preparation of appropriate briefings and paperwork
- Planning and organising the Bishop's travel arrangements in the UK and abroad

#### Overseeing the handling of the Bishop's correspondence

- Undertaking proactive management of the Bishop's email account
- Exercising responsibility for any queries/contact related to the Bishop and Area, including preparing draft responses to emails, letters and documents
- Overseeing the regular production of an Area newsletter (or equivalent) and regular generic communication from the Bishop to the clergy and lay leaders of the Area.

### Overseeing events and functions

- Coordinating the organisation of hospitality according to a pattern of regular social gatherings of clergy and lay ministers, training events and wider strategic meetings
- Attending functions hosted by the Bishop and/or the Bradwell Area team as required
- Undertaking duties relating to national roles in and relating to the work of the Church of England, including logistical arrangements for the Bishop's work relating to the College of Bishops and any other national and regional meetings and bodies to which the Bishop belongs

### Oversight of effective functioning of processes and systems

- Holding the lead responsibility in the shared office for administration relating to the authorisation and licence expiry and renewals for clergy and lay ministers
- Working with colleagues with each of the Archdeacons to ensure effective completion of checklists on vacancy and appointment processes
- Regular liaison with other departments, especially safeguarding and data, to ensure that training and DBS renewals are handled in good time
- Regular liaison with the Diocesan Bishop's office and the Diocesan Registrar to ensure that legal requirements (such as with clergy terms of service) are adequately adhered to

### Overseeing the Bishop's Bank Accounts and Expenses

- Managing the budget and dealing with all day-to-day financial matters including drawing cheques for signature and management of online banking
- Running the Official Expenses Account held by the Bishop in his corporate capacity and drawing up quarterly returns

### Legal Processes

- Undertaking the administration of Clergy vacancies and appointments, including all necessary interview processes and safeguarding and UK Border requirements, and the processing of applications and renewals for all licensed and authorised clergy and lay roles
- Assisting in the process management of Clergy Discipline Measure cases
- Maintaining clergy working files and databases for all clergy and Readers
- Liaising with the Diocesan Registry

### Developing and maintaining relationships

- Taking an active part as a member of the Bishop's Office Team (and the wider team across the diocese), sharing in the flexibility and mutual cover of this team as required.
- Promoting collaboration and working closely and helpfully with colleagues across the Bradwell team and the Diocese of Chelmsford
- Preparing and circulating agendas, producing notes/minutes, and making any other arrangements for Area and Deanery meetings
- Enable the Bishop to maintain links with a range of community organisations in the Area including other denominations and Christian mission organisations as well as interfaith and local community groups

### Liturgical and services planning

- Working with others to administer the arrangements for the Bishop attending services and engagements, including collaborating with the wider Bishops' Office Team to arrange the annual pattern of episcopal visits
- Preparing service sheets/invitation letters/responses for Area and Diocesan services

### Essential Attributes

#### *Skills/Aptitudes:*

- Outstanding administrative, EA and secretarial skills
- IT proficiency, including Microsoft Word, Outlook, and Excel
- Ability to organise own workload, to set priorities, and to work to deadlines
- Ability to handle confidential information and to act with discretion and integrity
- A high level of attention to detail
- Ability to show initiative and creativity and to work without direct supervision
- Good use of the English language both oral and written, including grammar, spelling and punctuation

#### *Knowledge/Experience:*

- Experience of taking on initiatives leading to improved administrative outcomes
- Experience of managing financial processes
- Proven experience and ability to perform as an Executive Assistant or Personal Assistant in a fast-paced, high-demand environment

#### *Personal Attributes:*

- ability to build and maintain effective relationships with a diverse range of stakeholders, including senior and middle management, as well as individuals in voluntary roles.
- A flexible approach to work that is proactive and confident
- Ability to apply understanding, sound situational judgment and observe strict confidentiality
- A team player, able to work creatively and flexibly with colleagues in a small office environment
- Able to adjust working style to the Bishop's preferences and requirements
- Sympathetic to the mission and ministry of the Church of England and able to communicate effectively with a wide range of people belonging to institutions, organisations, and other groups including and beyond the Church of England

#### **Desirable Attributes**

- A full driving licence and use of their own car with insurance for business purposes
- Understanding of the Church of England, its structures and organisation
- Leadership experience and involvement in a local church

#### **What we can offer you**

- Membership of a supportive, positive and purposeful team
- Work that changes people's lives and improves South Essex and beyond
- A lot of variety in what crosses your desk every week
- Connection to a wide range of interesting people
- A commitment from your line manager to personal development and fulfilment in the workplace