**Job description – Enterprise Admin Assistant**

**Title: Enterprise Admin Assistant**

**Salary scale:**  £20,000-£22,000 p.a.

**Hours**:35 hours Monday – Friday with some flexibility

**Accountable to:** Executive Assistant to the Dean of Liverpooland the Director of Enterprise

**Location:** Liverpool Cathedral

Job Summary: This is a key role in helping the Enterprise Team at Liverpool Cathedral to manage a large and complex array of activities that take place within the cathedral. These activities are a mixture of liturgical, cultural and commercial and all need to be able to work harmoniously within the diary. Enterprise at the cathedral covers all the events (corporate and cultural), the shop and tower, visitor services and the management of the contract with Flynnhurst, the cathedral’s catering company. The Director of Enterprise also oversees Micah (the cathedral’s social justice charity) and sits on a variety of external boards across the city.

**Key responsibilities include:**

* Provide administrative and PA support to the Director of Enterprise
* Support the wider cathedral by maintaining and updating the cathedral diary bookings - inputting commercial and non-commercial bookings.
* Sorting out internal room bookings and catering.
* Take minutes at Enterprise departmental meetings.
* Attend weekly and monthly planning and operations meetings, with all relevant departments, providing the required information.
* Field enquiries to relevant teams
* Schedule meetings
* Produce agendas and minutes for meetings with a quick turn-around; collating the required documentation

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

**Encounter Liverpool Cathedral**

Liverpool Cathedral is a place of spiritual and cultural significance for the city and region of Liverpool. From its foundation in the early part of the 20th century it has existed as community and building built by the people, for the people to the glory of God.

Liverpool Cathedral is more than an iconic Grade 1\* listed building. It’s a vibrant, active place that the people of the city, regions and world encounter in many ways. So alongside those who come for one of our daily worship services, people may encounter us for a gala dinner or a school trip. A tourist may visit us or we could be hosting an awards ceremony or graduations. People encounter us in many ways. But in each way, we hope they encounter a warm welcome and sense of God.

As part of their visit we believe everyone will encounter:

* Inspiring Christian worship
* A breathtaking experience
* A community committed to justice and mercy
* A safe, generous place in joy and sorrow
* A dynamic community of staff and volunteers
* A God who knows and loves you.

Working for Liverpool Cathedral will bring you into a community that seeks to make those encounters happen. You will be someone who can subscribe to, and live out, our values of excellence, dynamic, integrity and inclusive. You will have the benefits of working in a landmark building with colleagues who are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. We have a strong working partnership with the Diocese of Liverpool bringing extra support to our activities.

For more information about Liverpool Cathedral go to [www.liverpoolcathedral.org.uk](http://www.liverpoolcathedral.org.uk)

**Person Specification**

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| **Essential** | **Desirable** |
| **Experience** |  |
| Have the ability to prioritise and handle a diverse range of tasks, with interruption | Experience in the voluntary sector |
| Have an eye for detail and presentation |  |
| Have excellent customer service, communication, administrative and interpersonal skills |  |
| Administrative experience in an office setting |  |
| **Knowledge & Skills** |  |
| Be dynamic, enthusiastic, and well organised with good attention to detail |  |
| Have the ability to communicate effectively, clearly and positively through any medium |  |
| Possess excellent Microsoft Office skills |  |
| **Personal Qualities** |  |
| Be positive, flexible and supportive of the team and wider cathedral objectives | A member of the Church of England with a knowledge of the structures and organisation within it |
| A ‘can do’ attitude |  |
| Be a quick learner who is not afraid of new technologies |  |
| Person of integrity who can keep absolute confidentiality |  |
| **Qualifications** |  |
| GCSEs at Grade C or above which demonstrate ability in English and Maths | A-level/BTEC qualifications |
|  | NVQ Business Administration level 2 |
| **Work Related Circumstances** |  |
| Must be able to work occasional early mornings, evenings and weekends with notice |  |
| The position may require some lifting and manual handling |  |

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.**