

Administration Assistant to the Bishop of Newcastle



THE CHURCH
OF ENGLAND
DIOCESE OF NEWCASTLE



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Administration Assistant to the Bishop of Newcastle

The Bishop of Newcastle is looking for an experienced Administration Assistant to undertake a range of administrative work in support of her episcopal responsibilities across the Diocese of Newcastle.

- **Full-time : 35 hrs a week** (hours subject to agreement with the successful candidate)
- **£24,837 per annum** for full-time appointment
- **This post will be based from:** Bishop's House, 29 Moor Road South, Newcastle Upon Tyne, NE3 1PA
- **Responsible to:** The Bishop's PA
- **Employer:** The Bishop of Newcastle in her corporate capacity

MAIN RESPONSIBILITIES AS THE ADMINISTRATION ASSISTANT

Under the supervision of the Bishop's PA, and working closely with the Bishop's Chaplain, you will:

- Manage and run the process for the granting and renewal of the Bishop's Permission to Officiate. Ensuring that all necessary safer recruitment procedures have been completed prior to permission being granted or renewed.
- Handling of Permissions and Certificates to administer Holy Communion.
- Manage and run the process for the granting and renewal of Reader licenses, and the Bishop's Permission to Officiate for Readers. Ensuring that all necessary safer recruitment procedures have been completed prior to License or Permission being granted or renewed.
- Generate and distribute Movement Forms for Clergy, Readers and Death Notifications. Ensuring that all information is complete and accurate.
- Assist Bishop's PA's (Bishop of Newcastle and Bishop of Berwick) with administrative duties (filing, photocopying, franking mail, maintaining clergy blue files, answering the telephone).
- Assist Bishop of Newcastle's PA with Event Management.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree on any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of the post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION

Essential

Skills/Aptitudes:

- Good administrative and secretarial skills
- Good IT skills, including Microsoft Word, Outlook, Excel
- Ability to organise own workload, to set priorities and to work to deadlines
- Ability to handle confidential information and to act with discretion
- Attention to detail and accuracy
- Ability to work as part of a team often without direct supervision
- Ability to show initiative and creativity and ability to work without supervision
- Be able to learn quickly and work with the legal/technical terms and protocols used by Bishops in their daily work

Knowledge/Experience:

- Previous administrative experience

Personal Attributes:

- A calm and pleasant manner in dealing with enquiries and requests
- Friendly with a diplomatic manner
- A flexible approach to work
- Ability to apply understanding, judgement, and discretion.
- Be proactive and confident
- Be in sympathy with the aims and objectives of the Christian Church and have due regard for the traditions of the Church of England

Education:

- Sound education to GCSE and/or A level or equivalent
- Good use of the English language both oral and written, including grammar, spelling, and punctuation

General Terms and Conditions

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. Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join). Cover will be subject to any terms and conditions laid down by the insurance company.

Standards of Behaviour

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

Health & Safety

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health & Safety at Work Act not to endanger themselves and others. To cooperate with colleagues and management in the control of health and safety at work. Read, understand and abide by the health and safety policy and make themselves familiar with accident and emergency procedures on site.

Confidentiality

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

Hours of Duty

The appointment is full-time, 35 hours per week, to be worked 9am – 5pm Monday to Friday. However, for the right candidate, there may be an opportunity to agree a reduced working week with the salary pro-rata.

Salary

£24,837 per annum. The post will be subject to a 6 month probationary period.

Employer

The Bishop of Newcastle in her corporate capacity

Application and Selection Process

- Closing date for receipt of applications: Friday 25th July 2025
- The selection process will include an interview and is scheduled for Thursday 31st July 2025
- For further information and to apply for this post please click
<https://www.cofepathways.org/members/modules/job/detail.php?record=8959>
- To arrange an informal conversation about the role please contact Deborah Botha **email:** d.botha@newcastle.anglican.org