

ROLE PROFILE FOR EXECUTIVE ASSISTANT TO THE DIRECTOR FOR EPISCOPAL MINISTRY

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Lambeth Palace is an exciting and vibrant work place. Working here provides an excellent opportunity to contribute to the ministry of an internationally significant religious leader in a friendly, busy, fast-paced and dynamic office. This post offers an excellent opportunity to work in a newly renovated, open, friendly and busy office in unusual and pleasant surroundings. The team at Lambeth Palace works collaboratively with colleagues throughout the National Church Institutions (NCIs) and beyond and supports each other at busy periods, with flexibility and good humour.

In support of the Archbishop's ministry, the office at Lambeth Palace is made up of several interconnected teams, including the Director for Episcopal Ministry's team, the Private Office, Communications, Chaplaincy, Facilities, Events and Engagement – each providing interdependent and essential support to the Archbishop to enable the effective delivery of the ministry to which they have been called by God.

The Director for Episcopal Ministry's team sits in the Office of the Archbishops and serves both Archbishops. The Team works across a range of remits working with many of the other teams at Lambeth Palace and Bishopthorpe Palace. The Director for Episcopal Ministry is part of the small team of senior advisors to both Archbishops and with particular responsibility for matters relating to the bishops of the Church of England.

KEY RELATIONSHIPS: The role reports into the Director for Episcopal Ministry, and will work alongside the Executive Legal Officer to support the work of the team. The post-holder will also work closely with the Archbishop of Canterbury's Private Office, as well as other colleagues across the Office of the Archbishops. The role involves regular contact with the bishops and senior clergy in the Church of England, as well as senior members of the Office of the NCIs.

What you'll be doing

The Executive Assistant to the Director for Episcopal Ministry supports the Director for Episcopal Ministry in their work and enables the delivery of their key objectives working with the Archbishops of Canterbury and York and the Church of England College of Bishops. The post holder will provide efficient, collaborative and proactive support to deliver work, and is responsible for making arrangements for the Archbishop of Canterbury when related to Episcopal matters. Alongside administrative tasks such as diary management and correspondence, the post holder will also work on or assist with projects and events and will have the opportunity to undertake some research tasks as needed.

Main Duties and Responsibilities

Diary Management

- Managing the diary of the Director for Episcopal Ministry. Ensuring the coordination of schedules, efficient booking of meetings, and that conflicts are avoided. This includes responding to meeting requests and enquiries on their behalf.

- Arranging travel and accommodation for the Director for Episcopal Ministry.
- Organising regular meetings for the Director for Episcopal Ministry, with both internal and external stakeholders.

Event and meeting coordination

- Leading and supporting on internal and external event planning. This includes venue booking, coordinating invitations, tracking attendance and making catering arrangements.
- Providing logistical support during events and meetings such as the College of Bishops' residentials.
- Coordinating the preparation and drafting of briefs for Episcopal meetings and engagements.
- Providing administrative support to project boards and groups for which the Director for Episcopal Ministry holds responsibility, such as drafting agendas, preparing minutes, and coordinating reports on research and prospective project work.

Stakeholder Engagement & Relationship Building

- Receiving and greeting visitors.
- Building and maintaining relationships with internal colleagues, and with the offices of key contacts of the Director for Episcopal Ministry, such as bishops' offices.
- Facilitating and encouraging more collaborative working between teams at Lambeth Palace and Bishopthorpe, particularly in administration, record keeping and the sharing of resources.

Information Management

- Maintaining and updating databases on Lead Bishops' roles and national interest areas.
- Maintaining the content of and access to the Episcopal Resources SharePoint, a central repository of documents and resources for easy access and sharing by all bishops and their chaplains.
- Assisting with the recording and storage of correspondence, and, where appropriate, documents relating to the Archbishop's metropolitan responsibilities.

Writing, Research & Documentation

- Drafting letters, agendas, minutes, and briefs, and coordinating reports on research and project work.
- Researching and keeping abreast of developments in project areas across the Church that pertain to the Office of the Archbishops.

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

The team at Lambeth Palace works closely and collaboratively, providing assistance across portfolio areas at times when extra capacity is needed. As such, an important part of this role will be to join the wider 'pool' of Executive Assistant support, helping out other team areas as required and as capacity allows.

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Skills/Aptitudes:

- Experience of and proficiency in using MS Word, Outlook, Excel and Teams
- High level of dedication and initiative.
- Ability to be self-directed and to organise work effectively.
- Sense of responsibility that the work issued is of a consistently high standard with fast response times.
- Ability to assimilate information and process/produce documents and papers.
- Exceptional judgement in understanding and dealing with urgent and complex matters across a wide range of issues.
- Excellent communication skills, both orally and in writing.
- Demonstrable experience of drafting and preparing correspondence, briefs and other material, as required, or the capability/potential to learn this.
- Exceptionally well organised and methodical, with the ability to cope with conflicting priorities.
- A self-starter, able to use initiative and good judgement.
- Ability to work collaboratively and as a member of a team.
- Highly resilient with the ability to work effectively within the demands of a busy office.

Knowledge/Experience:

- Experience of database management and record storage
- Proven ability in managing diaries, correspondence and papers for a senior manager.
- Experience of dealing with a wide range of people in the course of work, including at senior level.
- Sympathetic to the values and beliefs of the Christian faith.

- An interest in the work of the Archbishop's ministry and the Church of England generally.

Personal Attributes:

- Good humoured
- Highly discreet and diplomatic with sensitivity in handling confidential material.
- Adaptable, with a proven ability to work calmly under pressure.
- Willingness to occasionally work unsociable hours and to travel for residential meetings

Desirable

- Knowledge of the governance structures in the Church of England
- Negotiation skills.
- Awareness of and interest in national and international politics and societal issues.

Vacancy Summary

JOB TITLE:	Executive Assistant to the Director for Episcopal Ministry
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace
HYBRID WORK ARRANGEMENTS:	The expectation is a minimum of 3 to 4 days each week at Lambeth Palace
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8028429
COST CODE:	OAB Working Costs (15060)
PARENT POSITION:	Director for Episcopal Ministry