



The Bishop of Willesden wishes to appoint a Personal Assistant (PA)

Location: Bishop of Willesden, 173, Willesden Lane, NW6 7YN, London

Accountable to: Bishop of Willesden

Contract type: Permanent

Grade: London Episcopal Band 5, Spinal Point 1, £32,205 per annum

About the Diocese

The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations. The LDF is the employment body and the central team that serves and supports the Diocese of London.

Diocesan mission, values, ambitions, and priorities:

- Mission: For every Londoner to encounter the love of God in Christ.
- Values: Creative, Together, Thriving, Respectful.
- Ambitions: Confident Disciples, Compassionate Communities, Creative Growth.
- Priorities: Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.

The role of the PA

The purpose of the PA role is to provide comprehensive administrative support to the Bishop of the Willesden area, ensuring efficient handling of communications, management of schedules, and maintenance of records. This includes coordinating travel arrangements, organising meetings, compiling communications materials, and managing various financial tasks. Additionally, the PA plays a vital role in upholding confidentiality and assisting with safeguarding.

Job responsibilities include:

Administrative

- Handle mail, inquiries, telephone calls, emails, and all other incoming communications.
- Manage the diary and inbox of the bishop on a daily basis.
- Draft letters and documents as requested.
- Liaising with parishes and Archdeacon during an interregnum including administration of advertising for a new priest, setting up the interview process and ensuring that all the relevant documentation is in place.
- Contributing to the maintenance of central databases (People System, CMS, Crockfords).
- Liaise with the Director of Ministry and their office to ensure the effective administration of the Ordination of Priests.
- Liaise with the Director of Ministry and their office to ensure the effective administration of Ministry Development Reviews.
- Liaising with the Church Commissioners Bishoprics Department as appropriate,
- Coordinate domestic and overseas travel for the Bishop as required.
- Organise, facilitate, provide agendas and take minutes of meetings or as requested.
- Compile the newsletter and other general communications as required.
- Administer recruitment activities and liaise with parishes during clergy vacancies in conjunction with the Bishop.
- Uphold the security and confidentiality of the office, including managing confidential documents and securing the office.
- Coordinate the renewal and issuance of permissions for clergy and laity in conjunction with the Bishop's Events Manager and Administrator.

Reception and Hospitality

- Provide a friendly and professional welcome to visitors of the Bishop.
- Coordinate and facilitate events, including seminars, conferences, interviews, and social events, and liaise with external parties such as caterers as required.

Financial

- Manage the office budget, including ordering stationary supplies.
- Manage Official Expenses with oversight by the Church Commissioners.
- Manage the Discretionary Fund with oversight by the Bishop.
- Manage the Mission Fund with oversight by the Bishop.
- Complete the quarterly submission and reconciliation of the site's working costs account.

Safeguarding

- Prepare accurate and legally compliant Statements of Particulars and Legal Agreements for new license holders upon appointment.
- Operate in line with safeguarding legislation when processing applications for disclosure from the Disclosure and Barring Service.
- Monitor the visa status of clergy who do not have British Citizenship or the Right to Remain, in conjunction with the HR Team at Diocesan House, as required.

Other

- Undertake any other duties commensurate with the role.

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Person specification

To be successful in this role, you will meet this specification:

Essential:

Education and experience

- Experience working as a PA.
- Experience managing budgets and tracking costs.

Knowledge and skills

- Administratively efficient.
- IT proficiency (MS Office).
- Ability to work confidentially and in line with safeguarding policy.
- High standard of literacy and numeracy.

Other requirements

- Empathetic to the mission and values of the Church of England.
- Right to work in the UK

Competencies and behaviours

- Recognises impact of own behaviour and emotions on self and adjusts accordingly.
- Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour.
- Recognises, respects and responds to differences in culture, style and viewpoint.
- Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs.
- Actively and calmly works to solve problems and resolve conflicts.
- Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments and speak in 'Plain English', avoiding or explaining jargon that is used.
- Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience.
- Develops networks and cooperates with colleagues and partners within and outside the organisation.
- Works as a supportive team member, shares information and acknowledges the contribution and support of others.
- Identifies and follows safe work practices and takes action to address hazards, near misses and incidents.
- Understands, takes actions to address and supports other in safeguarding and safer churches policy and procedure.
- Advocates and negotiates effectively for people.
- Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints.
- Supports and acts in compliance with the records, information, and knowledge management requirements of LDF.
- Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise.

Desirable:

Education and experience

- Educated to A-Level or equivalent standard.
- Administration related qualification.

Knowledge and skills

- Some understanding of Church of England structures and experience of working with the Ecclesiastical legislative framework.

Closing date for applications: Sunday 2nd March 2025

Interviews will be held on: Friday 14th March 2025

All appointments are subject to acceptable pre-appointment checks.

GENERAL CONDITIONS***Standards of Behaviour and Conduct***

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 and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

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

Safeguarding

All employees are required to adhere to legislation, guidance, and recognised good practice in all aspects of the Diocesan Safeguarding Policy.

TERMS OF EMPLOYMENT

Hours of work

35 hours per week, to be carried out as agreed with the Bishop.

Annual Leave

25 days paid annual leave per annum pro rated, excluding Bank Holidays. The leave year runs from 1st January to 31st December.

Pension Contributions

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. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme.

Contract

This position is offered on a permanent basis, subject to a probationary period of six months. The notice period during probation is two weeks and is extended to one month once the appointment is confirmed.