

## EXECUTIVE ASSISTANT TO THE BISHOP OF TAUNTON

### JOB DESCRIPTION

**Role title:** Executive Assistant to the Bishop of Taunton

**Location:** Flourish House, Cathedral Park, Wells, Somerset BA5 1FD with flexibility to work at the Bishop's Office when required. Occasional hybrid working will be considered.

**Accountable to:** The Bishop of Taunton

**Key relationships:**

- The Bishop of Taunton
- The Bishop of Bath and Wells
- The Bishop's Chaplain
- The Executive Assistant to the Bishop of Bath and Wells
- Colleagues in the Archdeaconry Offices
- Colleagues working out of the Diocesan Offices at Flourish House, including the Diocesan Secretary, the Diocesan Safeguarding, Communications and Mission and Ministry Teams and their support staff
- The Diocesan Registry
- Wells Cathedral
- Other post and office holders in the Diocese of Bath and Wells

**Summary of Job** To provide high level assistance, office and administrative support to ensure the Bishop of Taunton's time and priorities are managed effectively, supporting the work of the Bishop and the Diocese as a whole.

### ROLES AND RESPONSIBILITIES

- Diary and meeting planning and management including:
  - Proactively to manage and work with the bishop to shape the bishop's diary to ensure balance is maintained between the bishop's strategic, pastoral, civic, management, national church and other roles while setting aside time for rest and family
  - Day to day diary management, anticipating and preparing for the bishop's needs in the engagements she undertakes, liaising closely with the Bishop's Office; understanding priorities, preferences and requirements.
  - Collation and preparation of papers for meetings in a timely and efficient manner
  - Making travel arrangements and booking accommodation and meals

- Assisting the bishop in preparing for meetings through identification of key agenda items, briefing etc
  - Liaising with diocesan, archidiaconal and cathedral colleagues to agree and book dates
- Manage correspondence including triaging of emails and letters and drafting responses or responding appropriately on behalf of the Bishop
  - Including the proof reading and sending of any pastoral letters
  - Attending, participating in and minute taking for meetings, as required.
- Oversight of and support for clergy HR processes including
  - Keeping records of clergy deployment up to date and alongside the Diocesan HR Manager, ensuring safer recruitment processes have been followed.
  - Receipt and issue of Current Clergy Status letters (reference letters); draft outgoing letters for bishop to review and sign.
  - Be aware of and follow all statutory, Church of England and Diocese of Bath and Wells policies and guidance relevant to this role.
  - Manage the process for granting, support and renewal of clergy with Permission to Officiate
- Office management
  - Attend and participate in meetings, as required and attending Bishop's Office as required.
  - The management of the Bishop's accounts and liaison with and reporting to the relevant Church Commissioners' staff.
  - Proactively identify opportunities to improve systems and processes that will enable more effective working for the team and office; respond to changes in working practices and availability of new technology.
- Finance
  - Draw up annual budget in liaison with Bishop of Taunton.
  - Maintain and manage the Bishopric Expenses Account, paying invoices when appropriate and preparing quarterly returns for the Church Commissioners.
  - Manage the Bishop's working expenses.
  - Overseeing the Bishop's Discretionary Fund Account.
- Support for the Bishop with special projects, as required
- Assist with meetings/hospitality events at the Palace or Flourish House, as required, including outside normal office hours. Time off in lieu will be given.
- Undertake whatever other tasks the Bishop may reasonably expect.

## **PERSON SPECIFICATION**

The post of Executive Assistant requires a person able to offer a range of skills appropriate to a wide-ranging and varied role. The following are the key requirements.

### **Essential**

#### **Knowledge and Experience**

- Experience of offering executive level assistance to a senior official, manager or company executive
- Relevant work experience (e.g. in a PA, admin, or office management role).

#### **Skills, Competencies and Abilities**

- Good communications skills, both written and verbal; good and accurate written English and to able to relate appropriately to a wide range of people
- Ability to draft clear and accurate documents/reports for various audiences.
- Excellent administration, minute taking, office management and diary management skills.
- Excellent IT skills, including word-processing, spread-sheets, databases and familiarity with social media.
- Capacity to thrive amidst change and complexity and to draw out the best in others.
- Ability to demonstrate leadership in administrative processes, to show appropriate initiative and work with minimal supervision.
- Ability to remain calm and focus under pressure and meet deadlines while working with meticulous attention to detail; is diligent and reliable.
- Sound judgement to determine what should be referred to the Bishop or Bishop's Chaplain for approval, agreement or information and what can be dealt with independently.
- Ability to understand and operate accurately formal and legal procedures.
- Understanding of and commitment to the principles and practice of confidentiality, diplomacy and discretion.
- Friendly and approachable with good emotional and intellectual intelligence.
- Willingness and ability to work with information and situations that may be challenging
- Ability to develop and maintain good working relationships with those who work in the Diocesan Office, the Cathedral, the Archdeaconry Offices, and the Registry.
- Ability to see how this role fits into the bigger picture of the work of the Diocese.

#### **Work Related Personal Qualities**

- Sympathy with the values and purposes of the Church of England and with the values and priorities of the Bishops of Bath and Wells and Taunton and the Diocese of Bath and Wells and a desire to see the work flourish in a faith based organisation.
- A flexible approach to working hours and duties whenever possible, including occasional evening and weekend work.

- Knowledge of or willingness to learn the systems, structures and terminology of the Church of England, and be involved in continuing personal and professional development.

### **Desirable**

- Knowledge of safeguarding / DBS and Data Protection principles.
- Ability to understand financial reports and budgeting principles.
- Proven financial management and bookkeeping skills.
- Proven experience of managing and supporting a busy and demanding diary.

## **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 role.

### **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 the Bishop 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 the Bishop.

### **Safeguarding**

The Diocese of Bath and Wells is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## **TERMS OF EMPLOYMENT:**

### **Salary**

The starting salary for this post is £30,307 per annum

**Pension scheme**

Staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014).

**Hours of work**

The hours of work will be 35 hours per week hours exclusive of an hour unpaid lunch break, to be taken at a time agreed with the Bishop, but some flexibility will be required from time to time.

**Annual Leave**

An entitlement of 25 days paid annual leave per leave year, plus Bank Holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

**Probationary Period**

You will have a probationary period of six months from the date of the commencement of your employment. During the probationary period, your performance and suitability for continued employment will be monitored.