

As **Personal Assistant to the Area Bishop for Huddersfield**, you will provide comprehensive secretarial and administrative support to Bishop Smitha, enabling her to fulfil her Ministry and wider responsibilities.

Working from the Huddersfield Episcopal Area Office at the University of Huddersfield, you will welcome visitors, keep files up to date and produce a variety of documents for the Bishop. You will work collaboratively as part of a team including the Archdeacon and their Personal Assistant and work flexibly when needed, to support events at the Bishop's House or meetings elsewhere which will include some evenings.

One of the key aspects of the Diocese of Leeds is the "Episcopal Area" system. This means each of the five areas has a designated bishop who has responsibility for them, allowing for close episcopal involvement across the diocese.

Pro-active, adaptable, with strong interpersonal skills and a high level of administrative competence, you will manage a variety of responsibilities confidently including minute taking, assisting with the recruitment process of Clergy and financial tasks and expenses.

*Your working hours are expected to be 09.00 to 14.00, Monday to Thursday. Please note, this is a 24 hours per week role.*

*The salary is £17,031.08 per annum (£24,837 FTE).*

## **The Role**

- To provide confidential secretarial and administrative support to the Bishop.
- To welcome all who come to see the Bishop and offer tea/coffee where appropriate.
- To examine material/correspondence and co-ordinate responses; taking action on incoming mail as required i.e. prioritise, anticipate action required and prepare routine responses.
- To take a pro-active approach to ensure that the Bishop's diary is well managed, with the programme agreed with the Bishop, ensuring that all regular external committees/ team/ Bishop's meeting dates etc., are in the diary.

- To assist with the organisation, hospitality, secretarial servicing and minuting of committees/meetings; including preparing agenda, circulating papers, and taking minutes, as directed by the Bishop.
- To assist with ordering catering for meetings and events and the associated financial processes for these.
- To ensure that the Bishop has access to all necessary paperwork in advance of meetings/engagements in either paper or electronic format as required.
- To assist with the recruitment process of Clergy within the area, including arranging all arrangements for interviews, issuing of offer letters, etc.
- To Audio type and copy type letters, sermons, speeches, reports and other materials from the Bishop.
- To maintain a comprehensive filing system that enables ready access to correspondence, information concerning people, organisations and groups and ensure that files are maintained in compliance with the Data Protection Act.
- To develop and manage filing and office systems, manual and electronic to ensure accessibility to information and data, conducting regular audits of database input.
- To deal with day to day financial matters and expenses for the Bishop.
- To provide administrative support for a variety of activities including project work, events and meetings.

## **Other duties**

- To make arrangements for hospitality offered by the Bishop, to assist with it and, in relation to hospitality at the Bishop's House, to liaise with the Bishop's husband
- To develop and maintain good working relations with those who work in the Diocesan Offices, the offices of the Bishops' Senior Staff and the Registrar's Office
- To use initiative in generating standard letters.
- To make all necessary arrangements for meetings, seminars, conferences, interviews and social events.
- To make arrangements for the Bishop's travel, booking national and international travel and accommodation as required.
- To manage office supplies and equipment as required through the appropriate channels.
- To carry out the administration associated with confirmation.
- To carry out the administration associated with ministerial reviews for clergy conducted by the Bishop.
- To carry out the administration associated with parish visits.

## **Essential requirements**

### *Knowledge*

- Demonstrates understanding of the importance of maintaining strict confidentiality.
- Follow office procedures.
- Demonstrates excellent presentation, layout and accuracy in text production.
- Demonstrates ability to draft or adapt standard letters as appropriate.
- Experience of committee servicing, writing minutes and preparing agendas.
- Has proven ability to use computers for word processing, spreadsheets and databases.
- Proficient use of Microsoft Word, Excel, Access, Outlook and Explorer.
- Proven ability to manage a varied work load efficiently.
- Manages work flow flexibly to prioritise tasks in order to meet deadlines.
- Experience of using remote platforms for meetings.

### *Competencies*

- Demonstrates ability to innovate, initiate and maintain good and effective administrative procedures.
- Works well in a small team.
- Establishes and maintains excellent working relationships with colleagues and other contacts.
- Communicates effectively with people at all levels, both inside and outside the organisation.
- Ability to deal with complex and confidential information sensitively and with regard to relevant policies and procedures.
- Demonstrates a good standard of numeracy.
- Demonstrates an excellent stand of literacy.

### *Personal Attributes*

- Demonstrates a willingness to work collaboratively.
- Uses a practical approach to tasks.
- Stays calm under pressure.
- Pays close attention to detail
- Demonstrates a polite, helpful manner.
- Uses diplomacy and sensitivity.
- Uses a proactive approach towards work load.
- Flexibility regarding working hours and practices to meet the demands of the role.
- Willingness to learn new skills and adopt new processes.
- Has empathy for the faith, worship and mission of the Church of England.

### *Qualifications*

- Educated to 'A' Level or equivalent.

Our vision is confident Christians, growing churches, transforming communities and so helping share the Good News of Jesus Christ across our young Diocese.

## **About Us**

The Anglican Diocese of Leeds comprises five episcopal areas, each coterminous with an archdeaconry. This is now one of the largest Dioceses in the country and its creation in 2014 is unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles with a population of around 2,642,400 people. The Diocese comprises major cities (Bradford, Leeds and Wakefield) large industrial and post-industrial towns (Halifax, Huddersfield and Dewsbury), market towns (Todmorden, Harrogate, Skipton, Richmond, Ripon and Wetherby) and deeply rural areas especially in the Dales. The whole of life is here, along with all the richness, diversity and complexities of a changing world.

Five area bishops (Bradford, Huddersfield, Kirkstall, Ripon and Wakefield) and five archdeacons (Bradford, Halifax, Leeds, Richmond & Craven, and Pontefract) assist the Diocesan Bishop (The Rt. Revd Nicholas Baines)

Our vision as a Diocese is about confident clergy equipping confident Christians to live and tell the Good News of Jesus Christ. For all our appointments we are seeking clergy who have a joyful and confident faith and with a commitment to church growth both numerical and spiritual.