

Diocese of Bristol of Bristol

The Bristol Diocesan Board of Finance Ltd

Job Description

Job Title:	Personal Assistant/Secretary to the Bishop of Swindon [half-time job share]
Job Summary:	To provide a confidential personal secretarial and administrative service to the Bishop of Swindon
Accountable to:	The Bishop of Swindon
Role Purpose:	To support, equip and free up the Bishop to carry out his leadership and management
Key relationships:	Existing PA/Secretary Bishop of Bristol and his office team Ministry Development Team Archdeacon of Malmesbury Diocesan Secretary and Diocesan Administrative Staff

Main Duties

To provide full secretarial and administrative support to the Bishop, including:

1. To act as first point of contact for callers and visitors, fielding telephone calls, giving information and dealing with or re-directing these.
2. To strategically prioritise and manage the Bishop's diary, making arrangements for meetings, appointments, visits and other engagements ensuring that the Bishop's time is wisely used and protected.
3. To manage the Bishop's paper and electronic correspondence, ensuring that urgent and important matters are dealt with effectively, responding on behalf of the Bishop and drafting letters where appropriate.

4. To manage the Bishop's paper and electronic filing and record systems as required, ensuring the maintenance of adequate security to confidential information and that material can be swiftly retrieved when necessary.
5. To undertake word processing of letters and other documents from shorthand or dictation equipment.
6. To assemble relevant papers and documents [including electronic] in preparation for meetings and events and book relevant transport and accommodation when required.
7. To administer the Bishop's hospitality, including the co-ordination of invitations and occasionally arranging catering, welcoming visitors to the office and providing refreshments as necessary.
8. To manage and co-ordinate specific processes and projects as required.
9. To assist with the basic everyday maintenance of office equipment, supplies and furnishings, liaising with contractors, IT support and other service providers as necessary.
10. To act as a document checker for CRB clearance applications.
11. To undertake occasional other duties at the Bishop's request.

Special Notes and Conditions

The post holder will be required to work from the Bishop of Swindon's office at Mark House, Field Rise, Swindon. The position will be shared with the existing PA/Secretary Mrs Janice Titcombe and the 17.5 hours per week will normally be worked across Wednesday [11.00am – 4.30pm], Thursday [9am – 4.30pm] and Friday [9am – 3.00pm] taking a half hour for lunch each day.

Expenses incurred in the performance of PA/Secretarial duties are reimbursed according to Diocesan rates.

Other Duties

1. To comply with terms and conditions of service.
2. To comply with Health & Safety.
3. To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of the Bristol Diocesan Board of Finance.
4. To actively promote the Diocesan Board of Finance's Equal Opportunities Policy in all aspects of your duties.

General Notes

This is a description of the job as it is constituted at the effective date shown. It is the practice of the Diocesan Board of Finance to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Board of Finance reserves the right to make changes to your job description following consultation.

Effective Date:

Revised Date:

Ref:Personnel/JD/

Employee Specification

Selection Criteria

To enable us to shortlist in a fair and unbiased way it is absolutely vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description.

Essential

Experience in a PA/Secretarial/Administrative role.

Skilled and experienced in word processing and IT, including knowledge of a range of software [particularly the Microsoft Office suite of programmes].

Excellent typing skills [min 40 wpm] and the ability to type from audio dictation or shorthand.

Excellent written and oral communication skills.

Ability to work to tight deadlines, handle pressure and manage multiple priorities and who is comfortable to work on their own, sometimes for extended periods.

Personable, 100% reliable, well organised, flexible, careful attention to detail, prepared to take the initiative and to take on menial as well as high profile tasks.

The Bishop often deals with sensitive issues and thus the person needs to be discreet and high in integrity.

Self-awareness, resilience, patience, humility and a good sense of humour.

Desirable

It would be advantageous to be conversant with church language and organisation and relationships.

A driving licence and own transport for occasional trips to the station.