

Personal Assistant to Diocesan Secretary

35 hours per week

£26,000 - £27,000 per annum

Job Description

PURPOSE

To support the Diocesan Secretary (DS) with their day-to-day work.

REPORTING TO

The Diocesan Secretary

KEY CONNECTIONS

The Diocesan Secretary, senior staff, bishops, archdeacons, committee chairs, diocesan registrar and members of the diocesan team.

PRINCIPAL ACCOUNTABILITIES

- Manage the DS's diary, including arranging meetings, and scheduling regular meetings, e.g. committees, staff meetings etc.
- Handling and responding to correspondence including phone calls, emails and letters, using discretion and judgement.
- Setting reminders for meetings, appointments and other important tasks.
- Assist with planning conferences, and other events
- Assist with the support of meetings, including room bookings, circulating meeting papers, refreshments, updating and maintaining agreed actions.
- Track outstanding and incomplete actions from meetings and ensure timely follow up. This will require discussion and negotiation with the wider diocesan team.
- Maintain efficient electronic filing system
- To provide routine administrative support to the DS to enable them to meet their wide ranging responsibilities.
- Assist the DS in preparing reports, such as gathering information and providing draft templates.
- Supporting the Governance Manager with administrative tasks, including taking minutes, overseeing emails and to cover for holidays, absence etc.
- Support the Governance Manager with administration of elections.
- Working with Data Analyst to actively manage annual data collection from parishes e.g. Stats for Mission, electoral roll, finance returns, energy footprint and Articles of Association.

- To assist with managing and maintaining the Diocesan Risk Register.
- Assist with keeping the CMS system accurate and up to date

DECISIONS

The jobholder will:

- need to prioritise work throughout the day, ready to change to a different task in response to new needs/requests arising.
- Set up and maintain effective systems of data management
- Act with authority and confidentially to prevent or minimise risks
- Need to assess the urgency of requests by phone, email and post and respond accordingly.

PERSON SPECIFICATION

Essential	Desirable
<p>Good general level of education</p> <p>Proven administration skills</p>	<p>Administration or business qualification</p>
Skills / Abilities / Aptitudes	
<p>Effective verbal and written communication skills, including good telephone and email manner</p> <p>A proactive approach, taking responsibility for actions and consequences</p> <p>An ability to meet deadlines, prioritising tasks and acting with grace under pressure.</p> <p>Excellent IT skills and knowledge of Microsoft Office, including Teams, Word, Excel, Power Point; Outlook.</p> <p>Proven administrative skills and experience with the ability to work accurately and with attention to detail</p> <p>A proven awareness of how to handle sensitive and confidential information in line with relevant legislation</p> <p>Secures, builds and maintains good working relationships internally and externally</p> <p>Being a team player</p> <p>A flexible approach to working, including occasional evenings and weekends, and an ability and willingness to travel to various locations if required</p>	<p>Working in the charitable environment.</p>
Work-related Personal Qualities	
<p>Ability to think creatively and to anticipate and solve problems</p> <p>Understanding of and empathy with the work of the Church of England</p> <p>A willingness to learn new skills and take part in on-going professional development</p>	<p>Understanding of and empathy with the work of the Church of England</p>

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Salary	The salary range for this post is £26,000 - £27,000 per annum full time or pro rata if less than 35 hours worked per week and dependent upon experience.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Minimum 30 hours per week up to 35 hours per week (full time). We operate a hybrid working policy with office working days to be agreed with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager. (The normal working day is 7 hours, worked between 9am and 5pm.)
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 3 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ However, these offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich) which will become the main place of work.

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informed conversation please contact: Gary Peverley 07879 634525

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 16th February 2025

Interview Date: TBC but will be between 27th February and 4 March 2025