

**Personal Assistant to the Bishop of Bradwell
Job Description (Maternity cover)**

Employer:	The Bishop of Chelmsford in his corporate capacity
Job Title:	Personal Assistant to the Bishop of Bradwell
Location:	Bishop's House, Horndon-on-the-Hill, Essex SS17 8NS
Accountable to:	The Bishop of Chelmsford
Reports to:	The Bishop of Bradwell
Key Relationships:	Diocesan Bishop, Area Bishops, Archdeacons, Diocesan Registrar, other members of the Bishop's Staff team.
Date:	April 2021
Grade:	SENIOR PERSONAL SECRETARY Point 3

Purpose Statement

The Bishop's Personal Assistant holds a key and vital role in the support of the Bishop in his ministry. The efficient, contented and collaborative running of the Bishop's Office is pivotal to success in his ministry. The Bishop's PA is responsible for the running of the Bishop's office, its administration and finances.

Nature and Scope

The Diocese of Chelmsford is the second largest in the Church of England. It covers the whole of the County of Essex and the five East London Boroughs. It has a population of over 3 million. It is served by 460 ordained ministers and nearly 300 Readers and other lay workers. The Diocese is divided into three Episcopal Areas, each one led by an Area Bishop.

The Bradwell Area serves mid and south Essex including the unitary authorities of Southend and Thurrock and has a population of just under 1m people. There are 183 churches in 137 parishes and 50 church schools in the Area.

The Area Bishop's responsibilities include the care of the clergy (and their families) and other ministers in this Area; the sponsoring of ordination candidates; the ongoing oversight of the parishes and their clergy; and the maintenance of links with a range of secular organisations in his Area. Area Bishops typically also hold national responsibilities.

The Bishop's Personal Assistant holds a key and vital role in support of the Bishop and his ministry. The Bishop's office is situated in a largely self-contained suite within his home so the post holder will need to be comfortable working in a quasi-domestic environment.

Principal Accountabilities

- 1.1 To oversee and provide administrative and secretarial support for the Bishop to enable him to fulfil his Episcopal ministry in the most effective way possible both in and beyond the Diocese
- 1.3 To organise, co-ordinate and oversee the Bishop of Bradwell's office and diary.
- 1.4 To carry out core administrative processes affecting the Area Bishop's Staff Team, Area Core Team and Area Dean Team.
- 1.5 To ensure an efficient and welcoming system for all enquiries to the Bishop.

Main Tasks

- 2.1 Dealing with word-processing material supplied by the Bishop
- 2.2 Managing, in conjunction with the Bishop, the email inbox for the Bishop of Bradwell address.
- 2.3 Acknowledging, and dealing with, if appropriate, incoming correspondence and emails in the Bishop's absence.
- 2.4 Responsibility for the management of the finances – the Church Commissioner's budget and other financial matters relating to the Bishop's ministry.
- 2.5 Handling the pastoral implication of Clergy Discipline Measure processes, in conjunction with the Archdeacons and Bishops court.
- 2.6 Sponsoring and selection process of Ordinands in collaboration with the DDO including UKBA and DBS procedures.
- 2.7 Assisting in the preparation for the Priest's Ordinations.
- 2.8 Booking in yearly interviews with title post clergy in their first and third years in collaboration with CDM Adviser
- 2.9 Arranging Deanery Confirmations with Area Deans and the Liturgical Adviser
- 2.10 Overseeing the management of the Bishop's Diary, including arranging all appointments, travel arrangements, formal and informal social events, meetings etc.
- 2.11 Attendance at annual meeting of Bishops PAs at Lambeth, quarterly meetings with Area Archdeacons PAs, Diocesan Bishop and Archdeacon PAs meeting, Staff Forum and Diocesan training events as required.
- 2.12 Clergy Appointments and movements. Prior to interview by the relevant Archdeacon, check the Lambeth list, obtain CCSL and References. Post interview drafting the announcement for parishes and offer letters, arranging for the successful applicants to meet with the Bishop and ensure all necessary safer recruitment procedures have been completed and documented prior to identifying a suitable licensing date by Diocesan/Area Bishop
- 2.13 Issuing draft notices of appointment, departure and retirement, to the Bishop of Chelmsford's Office.
- 2.14 Processing and issuing Eucharistic minister certificates and renewals.
- 2.15 Processing and issuing Authorised Lay Preacher permissions and renewals.
- 2.16 Processing the Permission to Officiate applications for those seeking PTO or renewal of PTO.

- 2.17 Processing transfer of Readers/LLM licences both internal and external and carry out all necessary safer recruitment procedures. Obtain letters of good conduct from the relevant LARC for external appointments.
- 2.18 Facilitating effective communication, including liaising with the Bishop's Staff, Diocesan Office, Diocesan Registry, Diocesan clergy and secretarial staff, other Bishops and clergy nationally, as required, Church and Commissioners Bishoprics Department.
- 2.19 Maintaining, clergy working files for all clergy and LLMs and past Readers.
- 2.20 Ensuring that the telephone is answered promptly, efficiently and politely.
- 2.21 Assisting in arranging official hospitality by the Bishop, as required
- 2.22 Responding to a wide range of enquiries in a warm and friendly manner either in person or by directing enquirers to the appropriate sources of information.
- 2.23 Attending meetings, social events and services as deemed appropriate by the Bishop.
- 2.24 Service and support all Area Staff/Core Team/Area Deans/AMPC meetings and other Task Groups as needed and be in attendance as necessary.
- 2.25 To oversee the monthly production of the Area newsletter.
- 2.26 To oversee the maintenance of the Clergy MDR/SSR's database and ensure reviews are booked appropriately. All preparation forms to be issued in good time and to ensure all forms are received at least 2 weeks prior to the appointment. Once completed all paperwork to be forwarded to the appropriate Archdeacon, MDR administrator, CMD Adviser and Bishopscourt.
- 2.27 Providing the administration for Bradwell area events as reasonably required, working with others as appropriate.

Management of Bishop's Office

- 3.1 Ensure good working practice in administration and to help create a professional environment appropriate to the work of the Bishop and the Church.
- 3.2 To oversee maintenance and improvement of information retrieval systems and archiving where necessary.
- 3.3 To operate a system to manage the Bishop of Bradwell's papers, correspondence etc.
- 3.4 To oversee the maintenance of office supplies and equipment, including computer systems.
- 3.5 To work collaboratively to ensure warm and effective arrangements for the Bishop's ministry to clergy

Person Specification

Essential

- High quality administrative skills
- Educated to 'A' level or equivalent
- Use computers with high levels of competence and confidence in an increasingly electronic office environment and to operate e-mail and diary management systems.
- Knowledge of Sharepoint or ability to learn.
- Make use of outstanding written communication skills, including very high level of attention to detail, excellent grammar and spelling.
- Use good communications skills, especially in receiving and relaying messages.
- Develop and maintain good relationships with a wide range of people including those working in a voluntary capacity.
- Deal in a confident, welcoming manner with telephone callers and visitors, with patience and diplomacy.
- Deal confidentially with personal information and sensitive matters including being meticulous with the handling, filing and security of personal information.
- Work flexibly and collaboratively.
- Work on her/his own, (at times) under pressure.
- Be comfortable working within appropriate confidential boundaries.
- Propose and take on initiatives leading to improved administrative outcomes.
- Undertake a variety of tasks as need arises.
- Undergo training courses and attend day seminars as needed.
- Collaborate with other colleagues in other offices to establish best practice.

Desirable

- A full driving licence and use of their own car with insurance for business purposes.
- Some understanding of the Church of England, its structures and organisation.
- A desire to work in a Christian environment.

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.

TERMS OF EMPLOYMENT:

Salary

The starting salary for this post is on a scale between £28,119 per annum.

PENSION SCHEME

Non-clergy staff will be admitted to the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out.

Hours of work

Your hours of work will be 35 hours per week hours exclusive of a one-hour unpaid lunch break, to be taken at a time agreed with the Bishop.

Annual Leave

There is an entitlement of 25 days paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December.

Notice

The notice period is one month on either side or that to which the employee is entitled in accordance with current employment legislation, whichever is greater or by pay in lieu of notice by the employer. Should the employee be summarily dismissed on the grounds of gross misconduct, the employment may be terminated without notice.