Job Ref. DC/PA17

**CHURCH OF IRELAND**

**DIOCESE OF CONNOR**

**JOB DESCRIPTION**

Title of Post: Personal Assistant to the Bishop

Location: Church of Ireland House, Donegall Street, Belfast

Reports to: The Bishop of Connor

Responsible to: The Bishop of Connor

Job Summary:

 The post holder will provide a comprehensive administrative and secretarial service to the Bishop. This includes supporting the Bishop in the coordination and facilitation of the Connor Team in delivering on the Diocesan mission. This a responsible senior position within an administrative team of 6 members.

 MAIN RESPONSIBILITIES

GENERAL ADMINISTRATION

1. To provide administration and secretarial support to the Bishop. By filtering requests, queries etc. so that the Bishop only deals with high priority issues in line with his/her personal strategy and, as appropriate persuading writers / callers to deal with Archdeacons and other appropriate staff in the first instance. In some cases when the Bishop is out of the office for a prolonged period the PA will consult the Commissary for advice.
2. To develop, maintain and update an office filing and information system which includes cataloging and retrieval. This should include contacts databases
3. To source and collate information from a variety of sources, present structured reports and prepare data.
4. To file correspondence / reports in parish and clergy files and keep files up to date.
5. To make the Bishop’s travel arrangements as necessary.
6. To organise conferences, retreats, clergy quiet days, organising and booking venues for Lenten talks and support the Bishop at these events.
7. To manage the upkeep of the Bishops office, ensuring it is well organised, tidy and adequately stocked with headed notepaper, printer cartridges etc.
8. To progress routine matters independently.
9. To communicate openly, clearly, positively and frequently with the Bishop and the staff team.
10. To plan the Bishop’s visits to churches and parishes, and highlight those which have not been visited for the longest.
11. To arrange a Bishop’s Chaplain for Ordinations and Services of Institution.
12. To keep up-to-date lists and contact details of Diocesan Readers, Parish Readers and Ordinands

 in training.

1. Participate in the functions of the administrative and finance team including reception cover as the need arises, and liaise closely with the central Ministry team on behalf of the Bishop.

SECRETARIAL SUPPORT

1. To organise and schedule the Bishop’s diary in line with the Bishop’s needs and priorities.
2. To deal efficiently and effectively with a range of contacts by telephone, email and in person as

 per the Bishop’s priorities and Diocesan protocols.

1. To deal with / prioritise inquiries and messages, ensuring they are dealt with in good time and to update regularly on progress.
2. To open mail and as necessary acknowledge the letters or set up meetings, prioritising post in order of importance for the Bishop’s attention
3. To ensure that all correspondence and related paperwork is processed accurately. This will involve handling confidential and sensitive information.
4. To organise regular and ad-hoc meetings, to minute these as required and to prepare relevant files and papers for the Bishop.
5. To deal, on behalf of the Bishop, with a wide variety of personnel – Clergy, members of Parishes, Politicians, Senior members of other Churches and religions, in a confidential manner.
6. To provide a full typing service with general and specialist typing e.g. notices of Confirmation, Orders of Service, and Clergy newsletters etc.
7. To organize Clergy spouses events including typing invitations.

OTHER DUTIES

1. Any other reasonable duties that are required by the Bishop.

Terms of Appointment

Salary: Currently in the range of £24,000-28,000 per annum- post January 2018 will rise to £ 24,676 – 28,728.

Term of Contract: Permanent

Hours: Generally 9 a. m. – 5.15 p.m., Monday to Friday, 37.5 hours weekly, however it is expected that the successful candidate will work flexibly to meet the needs of the Diocesan Office, eg. the Diocesan Synod will normally be held in the evening.

Probationary Period: External appointees will be subject to the satisfactory completion of a six month probationary period.

Pension: The employer will comply with its obligations regarding the pensions AUTO ENROLMENT regulations (these also require an employee contribution to be made- specific opt out provisions exist)

Location: The Bishop of Connor and Diocesan staff are currently located in Donegall Street Belfast. The post holder may be required to work at any location in the greater Belfast area.

Note: Staff will be employed by the Joint Committee representing the Diocese of Connor and the adjacent diocese of Down and Dromore but will work exclusively in the Bishop of Connor’s staff team.