Job Ref.DC/PA17

**CHURCH OF IRELAND**

**DIOCESE OF CONNOR**

**JOB SPECIFICATION**

Title of Post: Personal Assistant to the Bishop

Location: Church of Ireland House, Donegall Street, Belfast

Salary: Currently in the range of £24,000 - £28,000 p.a.

A 2.6% pay increase has been agreed w.e.f 1/01/2018.

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| Competency | ESSENTIAL |
| 1.EDUCATION & TRAINING: | * 5 GCSEs including English Language or equivalent PLUS at least 5 years’ secretarial/ administrative experience of which 2 have been as a PS to a senior officer or similar   **OR**   * NVQ Level 2 in Administration PLUS minimum of 2 years’ secretarial/ administrative experience as a PS to a senior officer or similar   **OR**   * At least 5 years’ secretarial experience in a similar role   **AND**   * OCR Stage II Text Processing (part 1) PLUS OCR Typing / Word Processing (part 2) or equivalent |
| 2.KNOWLEDGE: | * Working knowledge of Microsoft word, powerpoint, Outlook and / or Apple equivalent |
| 3.EXPERIENCE: | * Full range of PA experience: supporting a Senior Manager; diary management; managing manual & computerised filing systems; organising meetings, conferences; and other events |
| 4.SKILLS & APTITUDES: | * Able to work to tight deadlines & manage time and priorities * Excellent communication skills –oral & written * Integrity &confidentiality |
| 5.SPECIAL CIRCUMSTANCES: | * Able to work as part of a team * Able to use own initiative * Able to work flexibly * Committed to working within Christian ethos. |

NOTE Where education and professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of the same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.