

PERSONAL ASSISTANT TO THE BISHOP OF BASINGSTOKE

Role Description

JOB TITLE:	Personal Assistant to the Bishop of Basingstoke
SUMMARY:	The purpose of the role of Personal Assistant is to offer senior executive support and advice to the Bishop of Basingstoke in the discharge of her responsibilities. It is essential that the post holder is committed to working closely with the Bishop, anticipating the requirement for support, representing her views when necessary and able to appropriately challenge and be a confidant. This is achieved by ensuring that her time is used to best effect by proactively undertaking a range of personal assistant tasks. To be effective in the role, the Personal Assistant will need to apply an excellent standard of organisational and communication skills and a high level of self-motivation, commitment and emotional intelligence.
GRADE:	Band 5
SALARY:	£25,764.00 (FTE £32,205) per annum
LOCATION:	Old Alresford Place, Old Alresford, SO24 9DH
ACCOUNTABLE TO:	The Bishop of Basingstoke
KEY RELATIONSHIPS:	EA to the Bishop of Winchester, PA to the Bishop of Winchester, PA to the Bishop of Southampton, the other members of the Senior Staff Support Team, the Clergy Appointments Assistant, Chaplain to the Bishop of Winchester
CONTEXT:	The Diocese of Winchester has over 400 church buildings, and over 300 parishes, with many more worshipping communities. There are chaplaincies operating in schools, universities, hospitals, prisons and other institutions and organisations across the area of Hampshire and East Dorset which is covered by the diocese. Also included are over a hundred Church of England primary schools. Every parish in the diocese is encouraged to develop a Mission Action Plan which sets out the way in which the church in that local area will engage with and support the community in which it is situated – with parishes offering everything from parent and toddler groups and “Messy Church”, to street pastors and support for night-shelters and refugees. As diocesan bishop, the Bishop of Winchester has responsibility for the pastoral care and oversight of the Church in the region. He shares

his leadership of mission and ministry in the diocese with the Suffragan Bishops of Basingstoke and Southampton, the Diocesan Secretary and the Archdeacons of Winchester and Bournemouth.

The Bishop of Basingstoke works collegially with colleagues, lay and ordained, to build up the life and mission of the Christian community entrusted to her care. She serves all the baptised; and seeks to ensure that the life of the Church is focused on mission priorities discerned by the Diocesan Bishop in consultation with ecclesial, civic and ecumenical partners. Her ministry is set within, and seeks to enable the delivery of Diocesan Strategic Priorities.

Main duties and responsibilities

The Personal Assistant to the Bishop of Basingstoke is required to support and enable the Bishop to carry out her purpose. It is essential that the post holder is committed to building a relationship with the Bishop and learning about her role, the way she prefers to work, as well as developing an understanding of the mission, ministry and priorities of the Diocese along with an understanding of the systems, structures and terminology of the Church of England. The post holder will also need to learn how to prepare the Bishop well in advance of a need or situation.

Executive Support

- **Diary Management:** Manage the Bishop's diary, ensuring effective prioritisation and time management. Schedule meetings, appointments, and events in line with the Bishop's personal and professional commitments. Ensure sufficient preparation time is diarised for events, meetings and appointments.
- **Correspondence:** To draft and manage correspondence on behalf of the Bishop, including calls, emails, complaints, enquiries and official documents. This will require some technical and pastoral input; triaging as necessary and responding directly, delegating or referring to the appropriate person according to need and sensitivity.
- **Briefings and Preparation:** Ensure the Bishop is well-prepared and informed for all events. Print out agendas and reports for all statutory meetings (e.g. BST, Bishop's Council, Diocesan Synod etc.) and other meetings when requested. Create an executive summary of reports for meetings and highlighting specific agenda items to which the Bishop will be expected to contribute.
- **Travel and Accommodation:** Arrange travel, accommodation and logistics for the Bishop's trips, both within the Diocese and nationally, ensuring all arrangements are efficient and cost effective.
- **Oversee and manage the finances and budget planning processes** associated with the 'Local Account' as it relates to the Bishop of Basingstoke. Keep a record of the Bishop's expenses and finances to ensure all invoices are paid promptly and the Local Account kept in good order with no-one out of pocket. This will also include keeping a record of the Bishop's mileage.
- **Support & Advice:** To provide appropriate support to the Bishop in the exercise of her duties and be a person to whom the Bishop can turn and speak with in confidence. To act as

gatekeeper to the Bishop in dealing with a range of issues, ensuring any risks (reputational or otherwise) are discussed, mitigated or avoided.

- To ensure good working relationships with the Bishop's Staff team, senior diocesan staff, senior cathedral staff and all staff at Winchester diocesan offices.

Event Co-ordination

- Church/Diocesan Events: Assist in the planning and organisation of diocesan events, services, conferences and gatherings hosted by the Bishop. This includes coordination of logistics, catering, invitations, and event materials. It may from time to time also include helping with events and occasions outside the diocese.
- External Engagements: Help facilitate the Bishop's engagement with external organisations, charities, and community leaders by managing invitations, RSVPs, and event details.

Office Management

- Administration: Oversee the administrative tasks related to the Bishop's office, including filing, document management, and maintaining an organised, efficient working environment.
- Support the Bishop in her role as Warden of Readers, by providing administrative support including producing licences and maintaining records, and providing support for the annual lay licensing service.
- Review the current records that are kept for LLM and, working with others, considering whether improvements can be made.
- Confidentiality: Handle sensitive and confidential information with the utmost discretion and integrity, ensuring privacy and security of all communications and documents. Ensure that the Bishop's office, computer etc. are compliant with GDPR and other diocesan and national policies.
- Team co-ordination: Liaise with diocesan staff, clergy, and other stakeholders to ensure that requests or actions requiring the Bishop's attention are addressed in a timely manner.

Volunteer Co-ordination

- Support the Bishop's Team of Volunteers: By arranging expenses, diarising meetings and ensuring that appropriate safeguarding and HR requirements are met for all volunteers.

Diocesan Communications

- Stakeholder Liaison: Serve as a professional and warm point of contact for diocesan clergy, parishes and external organisations seeking communication or co-ordination with the Bishop's office.

Special Projects and Initiatives

- Project Support: Assist with specific diocesan or episcopal initiatives or projects as directed by the Bishop, helping to implement and follow through on tasks.

PERSON SPECIFICATIONS

A hospitable, capable person with an enquiring mind, a proactive approach, excellent inter-personal skills and proven administrative competence.

PERSONAL EFFECTIVENESS:

- Administratively efficient
- Able to prioritise effectively
- Pays close attention to detail
- Uses their own initiative
- Has a flexible approach to work, able to adapt to changing practices and processes in an evolving organisation
- Work collaboratively
- Takes on responsibility and accountability for tasks and actions
- Takes a practical approach to tasks
- Creative and solution-orientated
- Stays calm under pressure
- Able to operate with a degree of ambiguity
- Has confidence to challenge the Bishop if necessary
- Works well in a small team

COMMUNICATION:

- Establishes and maintains excellent working relationships with colleagues and other contacts
- Has a polite, helpful manner
- Communicates effectively with people at all levels, both inside and outside the organisation
- Demonstrates excellent presentation, layout and accuracy in text production
- Able to draft or adapt letters as appropriate
- Maintains strict confidentiality
- Uses diplomacy and sensitivity

ADMINISTRATION:

- Has an excellent standard of literacy
- Has a good standard of numeracy
- Takes a proactive approach to the Bishop's time management
- Manages work flow flexibly to prioritise tasks in order to meet deadlines
- Follows office procedures

WORK MANAGEMENT AND PERSONAL DEVELOPMENT:

- Competent in managing own workload and effectively delegating to and supporting others with their workloads
- Uses good judgement in knowing when to delegate
- Committed to the development of colleagues.
- Committed to own personal development and encouraging others in their development

KNOWLEDGE:

- At least 2 years administrative work experience
- Proficient in the use of Microsoft Word, and Outlook, and willing to learn Excel and other Office 365 applications
- Has experience of or be willing to learn financial record keeping and online banking
- Experienced in managing a varied workload efficiently
- Capable of undertaking internet-based research and presenting a summary of findings
- Has some familiarity with, or willingness to learn, parliamentary processes as they relate to the diary and correspondence of a Lord Spiritual
- Has sympathy for the faith, worship and mission of the Church of England
- Has an understanding of, or willingness to learn, the systems, structures and terminology of the Church of England

On a few occasions it may be necessary for the post holder to attend a meeting or event off-site, sometimes outside of normal working hours. Not all meeting locations are served by public transport, therefore own transport will be necessary.

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:

EMPLOYER

The National Church Institutions.

SALARY

The salary for this post is Band 5 at £25,764.00 (FTE £32,205) per annum.

HOURS OF WORK

Part time. 28 hours per week, excluding four unpaid one-hour lunch breaks. **Some evening and weekend work may occasionally be required for which time off in lieu is given subject to policy.**

ANNUAL LEAVE

25 days annual leave per leave year FTE. This is exclusive of public and additional holidays. The leave year runs from 1 January to 31 December.

PENSION SCHEME

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme. Employees enrolled into PB2014 are required to contribute 3% of their pensionable salary. The employee can change their contribution at any time. The employer matches contributions in whole percentages up to 3%.

NOTICE

During the probationary period, the employment may be terminated by two weeks written notice on either side or by pay in lieu of notice by the employer. Once the appointment is confirmed, the notice period will be extended to one month on either side or by pay in lieu of notice by the employer. Should the employee be summarily dismissed on the grounds of gross misconduct, the employment will be terminated without notice.

PROBATIONARY PERIOD

There will be a probationary period of six months.

CONTRACT

The post is offered on an open-ended contract, subject to a six-month probationary period.