

Job Description

Job Purpose

The Bishop's Personal Assistant will ensure, as part of a core team including the Bishop's priest Secretary and Housekeeper, that the Bishop's engagements and correspondence are fully supported. The postholder will also provide similar support to the wider Curia team.

Salary: £30,000

Hours: Full time

Location: Poringland, Norwich

Accountable to: Director of Operations and Finance

Key relationships: The Bishop; Bishop's Secretary; Bishop's Housekeeper; staff of the Diocesan Curia; parish priests and other clergy.

Key Duties and Responsibilities

Diary management, including ensuring that all appointments, including personal appointments, are kept up to date at all times; booking meeting rooms where needed; preparation of a diary sheet and meeting papers; sending an outline of the Bishop's public appointments to the Director of Communications to be put on the website and in the newspaper. Taking and circulating meeting minutes where required.

Managing the Bishop's emails, including responding promptly to emails which can be dealt with by the PA; managing emails into files; sending group emails to clergy from the Bishop or on behalf of Curia staff.

Filing of documentation and correspondence

Answering the telephone, including filtering calls best dealt with by other clergy or staff.

Bishop's Post, including date stamping incoming correspondence; formatting draft correspondence for signature; managing Christmas Cards, ordination anniversary cards for clergy, and letters of appointment and retirement thanks for volunteers; sending invitations to events.

Governance support, including maintaining a database of clergy details and managing Trustee and bank signatory verifications for the Bishop.

Events and meeting support, including seeing to catering arrangements for meetings and social events involving the Bishop, in liaison with the Bishop's housekeeper, and managing RSVPs and attendance numbers.

Travel Arrangements, including train flight and hotel bookings for the Bishop.

Support for the wider Curia team, including in particular the Director of Operations and Finance, with diary management, arranging meetings and circulating papers, and providing general administrative support.

It is envisaged that work in support of the Bishop will account for around 60 per cent of the postholder's time.

Person Specification

Qualifications and experience

- Experience working as a Personal Assistant to a senior leader in an organisation with formal governance;
- Good IT skills including using the Office suite of products and online meeting software including MS Teams;
- Experience working in the church or charity sector is desirable.

Attributes

- The successful candidate will be able to work in accordance with the ethos and values of the Catholic Church.
- Strong literacy
- Professional manner and presentation, with a collegiate, respectful and supportive approach to work.
- Excellent interpersonal skills.
- Collaborative approach to all aspects of work.
- Excellent attention to detail and a well ordered approach to work, including strong administration skills.
- Ability to maintain confidentiality.

Two references should be supplied.

To apply, please send a cv and a covering statement to paul.raynes@rcdea.org.uk .

The deadline for applications is Monday 27 October.