

PERSONAL ASSISTANT TO THE BISHOP OF KIRKSTALL

Employer:	Bishop of Kirkstall in their corporate capacity
Salary:	£17,318.28 per annum (£30,307 FTE)
Hours of work:	Part Time - 20 hours per week
Contract:	Permanent
Normal place of work:	Church House, York Place, Leeds, LS1 2EX
Reporting to:	Bishop of Kirkstall

Purpose

To provide effective PA support to the Bishop of Kirkstall, by dealing proactively with diary matters, correspondence and enquiries. Ensuring that the Bishop is well prepared for services, meetings and events. Working with the Bishop to pastorally care for the clergy and people of the Leeds Episcopal Area.

Background Information

The Bishop of Kikrstall is one of five area bishops working with the Bishop of Leeds as part of the Diocese Of Leeds. Each Bishop has a part-time PA with whom they build a strong working relationship and rely on to provide administrative and PA support for their roles.

The postholder manages the Bishop's Office and ensures that work for the Bishop of Kirkstall is completed to a high standard. The PA is usually the first point of contact with the Bishop's Office and provides PA and administration for the Bishop. This includes prioritising mail and messages, organising the Bishop's diary, drafting replies and/or briefing papers as appropriate, producing communication and paperwork around Bishop's appointments in a timely manner, attending and arranging events and meetings and in general ensuring that the Bishop is properly resourced and supported in his work. There is a high degree of confidentiality in this work.

The PA has key working relationships with other senior staff in the Diocese, particularly the Bishops, Archdeacons, Area Deans and staff at the Episcopal Area Office in Church House in Leeds City Centre.

Key Tasks

Office Duties

- Respond to telephone enquiries – providing information, using judgement in directing calls and ensuring that appropriate information is brought to the Bishop's attention
- Arrange confirmations and licensing dates for clergy working with the Archdeacon of Leeds PA and the Bishop of Leeds' office.

- To manage MDR appointments and ensure necessary paperwork is sent out and received within prescribed timeframes liaising with Clergy Development Team and Archdeacon
- Take a proactive approach towards managing the Bishop's diary, regularly liaising with the Bishop and others with a calm, professional manner..
- Manage those parts of the administrative process of vacancies and appointments which fall within the remit of the Bishop's Office, in conjunction with the Bishop of Leeds' Office
- Work closely with the Bishop and other members of the Bishop's Leadership Team, including Area Deans, and particularly with the Archdeacon of Leeds
- Organise and maintain filing systems
- Ensure that the Bishop has all the necessary paperwork in advance of meetings and engagements
- Make arrangements for the Bishop's travel, including providing maps and directions
- Prepare PowerPoint presentations, service orders and other resources required

Budget

- Manage the Bishop's working expenses using good judgement
- Make general decisions about the budget and have accountability for spending where the Bishop is signatory
- Be familiar with the financial system for budgeting and monitoring of the expenses required to run the Bishop's Office (including maintenance of spreadsheets, recoding expenditure and budgets for the Church Commissioners)

Other duties

- Welcome visitors to the Bishop's Office and ensure that they are dealt with in a polite and courteous manner
- Assist where necessary in the making and serving of refreshments to visitors
- Attend meetings, special services and social events, as agreed with the Bishop
- Ensure that sensitive information is stored in a suitable, confidential manner and that all confidential matters are respected
- Other duties broadly in line with these from time to time, as instructed by the Bishop and those he nominates
- Undertake training, as required

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

Person Specification

Key: (AF) Application Form; (I) Interview; (T) Test

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
Educated to A-Level standard or equivalent	✓		AF
Experience			
Experience of working in an administrative capacity in an office environment	✓		AF/I
Previous experience of working as a PA		✓	AF/I
Budget management		✓	AF/I/
Knowledge and Skills			
Excellent communications skills (verbal and written), including good telephone skills	✓		AF/I/T
Proficient IT skills including strong knowledge of Microsoft Office (particularly Word and Outlook) and ability to use databases to search and record work	✓		AF/I/T
Numeracy skills	✓		AF/I
Total discretion in handling confidential material	✓		AF/I
Good interpersonal skills	✓		AF/I
Ability to deal tactfully and sympathetically with the laity and clergy in the Diocese	✓		AF/I/T
Ability to work on own initiative and develop new systems	✓		AF/I/T
Knowledge of the structures of the Church of England (or willingness to learn)	✓		AF/I
An appreciation of the diverse communities in the Diocese	✓		AF/I
Personal Qualities			
Sympathy with the aims and values of the Church of England	✓		AF/I
Sensitivity to the Bishop's Office also being the home of the Bishop	✓		AF/I
Work-related Circumstances			

Able to work flexibly, including very occasional evenings and weekends with prior notice	✓		I
Willingness to travel to meetings within the Diocese	✓		I
Holds full UK driving licence		✓	AF
Willingness to undertake training as required	✓		I

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.

Summary of Terms & Conditions of Employment

Employer:	Bishop of Kirkstall in their corporate capacity
Line Manager:	Bishop of Kirkstall
Location	The post is based at the Church House, York Place, Leeds, LS1 2EX
Contract:	Permanent, subject to a 6-month probationary period.
Notice:	Two weeks' notice during probation period. One-month notice after successful probation.
Hours:	Part Time – 20 Hours a week
Annual Leave:	25 days' annual leave per year, plus public holidays and 3 additional Church days
Pension:	Auto enrolment into Pension Builder 2014 Pension Plan
Additional:	Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the PB2014 scheme. (Cover will be subject to any terms and conditions laid down by the insurance company)
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

Closing Date: 27th April 2025

Interviews: Afternoon of 7th May 2025 at Church House, York Place, Leeds LS1 2EX