

Job Description

Job Title:	Meetings and Diary Secretary
Line Manager:	Canon Chancellor (also providing support to Canon Precentor and Director of Development)
Hours:	35 hours per week
Salary:	£39,000 per annum

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The purpose of this role is to effectively support the Canon Chancellor, Canon Precentor and Director of Development (“the Directors”) in their roles.

There are three key elements of the role:

1. To provide support for Chapter Committee/Advisory Committee meetings and events, including scheduling and minute taking, plus room booking, catering and IT set-up.
2. To manage the diaries, balancing competing priorities, to support the Directors in meeting preparation as required.
3. To provide ad hoc general administrative support as requested, maintaining databases and filing.

This role works closely with others who provide administration support across the Cathedral.

Main Duties

1. Meeting and event support

For the following Chapter Committee/Advisory Body meetings (or others as directed):

Visual Arts Committee
Enterprises Ltd
Ethics Committee

For all meetings:

- book and set up meeting rooms, including IT and catering as required;
- send invitations;
- welcome visitors at Chapter House, including occasional provision of refreshments;
- assemble and circulate agendas and committee / meeting papers as required;
- take minutes and record actions, coordinate and follow up actions, maintain action trackers as required;
- answer or direct enquiries from committee / meeting members.

2. Diary management

For the Directors:

- provide management of the Directors' diaries and appointments;
- set up meetings as required, manage room bookings and invitations;
- make travel arrangements, and book courses, as required.

3. Administrative support

For the Directors:

- provide general financial administrative support, including setting up suppliers, processing purchase orders and invoices, electronic filing;
- facilitate expenses reclaims;
- provide other ad hoc general administrative support as requested.

4. Other

- Arrange and attend regular 1:1 meetings with the Canon Chancellor and catch ups with the other Directors to meet their business needs and adapt as required, as well as making suggestions around increased efficiency and ideas.
- Keep up to date with IT software updates and assist the Directors in their use of IT.
- Take responsibility for personal professional development, bringing to the attention of the Canon Chancellor any training or development opportunities that will assist the role.

- Attend PA/Admin team meetings to bring together Cathedral admin to share experience and updates.
- Provide occasional support for large fundraising events, such as the annual Dean's reception.
- Assist the PA/Admin team with the meeting arrangements for 5-6 all-staff meetings per year.
- Remain up to date with statutory training including safeguarding, fire safety and health and safety.

Person Specification

Essential experience, knowledge and skills:

- experience at a comparable level in a complex organisation.
- proven organisation, prioritisation and time management skills.
- confident, clear and effective communication skills both written and verbal.
- proven experience in diary management, taking accurate minutes and actions.
- excellent IT skills.
- excellent attention to detail.
- able to work in a very busy environment and remain calm under pressure.
- able to think quickly, make decisions and to move as required from one task to another.
- able to juggle multiple tasks, keeping stakeholders informed of progress
- ability to work with discretion and to maintain confidentiality.
- a high level of emotional intelligence, able to relate easily to people at all levels and to build strong and effective working relationships internally and externally.
- self-motivated, able to take responsibility with confidence, to use initiative and work without close supervision and alone, while also being a good team worker when required.
- friendly and approachable and able to show commitment, flexibility and patience.

Desirable experience, knowledge and skills:

- some knowledge of the Church of England, its structure and workings.
- a general appreciation of Christian faith and the role of the Church of England in the country.
- some familiarity with the City of London, its livery companies and leading institutions.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.