



THE BISHOP OF BEDFORD
The Right Reverend Richard Atkinson OBE

- JOB TITLE:** **Personal Assistant to the Bishop of Bedford**
- LOCATION:** Bishop's Lodge, Bedford Rd, Cardington, Bedford MK44 3SS
(occasional home working with agreement from the Bishop)
- ACCOUNTABLE TO:** The Bishop of Bedford.
- KEY RELATIONSHIPS:** The Bishop of Bedford; The Archdeacon of Bedford and Archdeacon of Bedford's PA; The Diocesan Secretary. Also the personal staff of the Bishop of St Albans and of his senior colleagues; The Diocesan staff of the Diocese of St Albans; The Director of Education and other lead officers of bodies which the Bishop chairs or of which he is a trustee; The Church Commissioners' Bishops Department.

MAIN DUTIES AND RESPONSIBILITIES

- Providing administrative and secretarial support for the Bishop, including for example:
 - Maintaining the Bishop's diary;
 - Producing letters and minutes of meetings, and drafting these where appropriate;
 - Editing and redrafting letters according to pastoral need and sensitivity;
 - Preparing paperwork for meetings and services of worship;
 - Maintaining and updating confidential clergy files;
 - Maintaining the Bishop's Expenses Account;
 - Maintaining the Bishop's databases;
 - Producing and circulating Notices of Appointment and Vacancy;
 - Liaising with parishes about services of worship, including Confirmations;
 - Arranging the Bishop's interviews, including with clergy and candidates for ordination;
 - Overseeing the Bishop's hospitality programme.

Going Deeper into God • Transforming Communities • Making New Disciples

- Undertaking general reception duties, arranging for provision of lunches and other refreshments;
- Liaising with
 - the personal staff of the Bishop of St Albans and his senior colleagues, as necessary;
 - colleagues in the Diocesan Office;
 - lead officers and staff of other bodies, both diocesan and national.
- Undertaking confidential administrative work in connection with safeguarding, Disclosure and Barring Service checks and Clergy Discipline procedures, including liaison with diocesan staff;
- Organising national, and occasionally international, travel arrangements;
- Undertaking general research for the Bishop in preparation for his speeches, sermons, policy statements and other public work both written and spoken;
- Occasional oversight of casual staff.
- Carrying out other duties broadly in line with these from time to time as instructed by the Bishop and those he nominates.

PERSON SPECIFICATION

Essential

- Graduate level education or relevant employment experience, with a high standard of literacy and numeracy;
- Proven interpersonal skills applicable to daily liaison with clergy, colleagues and the public on the telephone and face-to-face;
- The ability to maintain absolute confidentiality and to be courteous, friendly and highly discreet;
- The ability to work well in a small team and be part of a close-knit office.
- The ability to work independently and regularly alone in a quiet environment;
- The ability to adapt to changing circumstances and to work on own initiative;
- A working knowledge of safeguarding and GDPR requirements;
- Competence in the use of all aspects of Microsoft Office including Word, Excel, Outlook and database management;
- Efficient keyboard skills;
- A flexible approach to duties and working hours, including a willingness to share responsibilities with colleagues and to assist at and attend occasional evening/weekend functions;
- Good time management and organisational skills;
- Readiness and ability to share in the ethos of the Bishop's office.
- A current driving licence.

Going Deeper into God • **Transforming²Communities** • **Making New Disciples**

Desirable

- A good working knowledge of the structures and systems of the Church of England.
- Access to a car.

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:

Salary

£26,579.20 (£29,071 FTE) per annum

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%.

Going Deeper into God • **Transforming³Communities** • **Making New Disciples**

Hours of work

Your hours of work will be 32 hours per week (Mon-Thu: 9.00 am - 5.30 pm, including a 30 minute unpaid lunch break). Working pattern may be altered with agreement from the Bishop.

Annual Leave

You are entitled to 160 hours paid annual leave per leave year (FTE 25 days). This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December.

Contract

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

Notice

During the probation period employment may be terminated by two weeks written notice on either side or pay in lieu of notice by the Bishop. Following the successful completion of your probationary period the notice period will be extended to one month on either side.

Closing date for receipt of applications

Tuesday 09 July 2024.

Interviews

Interviews will be held on Wednesday 17 July 2024.