



JOB TITLE: Executive Assistant – Fixed Term, 1 year

LOCATION: Diocesan Office, St. Nicholas Church, Boley Hill, Rochester

GRADE: Grade 4

REPORTING TO: Diocesan Secretary

PURPOSE OF JOB

Provide comprehensive and proactive administrative support to the Diocesan Secretary (0.6) and Property and Legal Officer (0.4).

PRINCIPAL ACCOUNTABILITIES

- 1 Proactively manage the diary of the Diocesan Secretary, arranging internal and external meetings including booking travel, accommodation and refreshments if required.
- 2 Develop a comprehensive work list, in conjunction with the Diocesan Secretary, and lead on implementation of actions, issuing instructions to others and monitoring thereafter to allow the Diocesan Secretary to effectively prioritise and plan ahead.
- 3 Prioritise, arrange and co-ordinate meetings according to project work and as needed by Diocesan Secretary, taking minutes where necessary.
- 4 Management of the email inboxes of both the Diocesan Secretary and Property and Legal Officer and take appropriate action as necessary, the majority of which is self-directed.
- 5 Plan ahead and provide necessary documentation for preparation prior to appointments including retrieving documents and reference materials, conducting research, collecting and analysing data and producing reports.
- 6 Plan, develop and implement effective filing systems and databases.
- 7 Co-ordinate the Diocesan Secretary's expenses, including those for approval and process invoices for payment.
- 8 Manage the administration of property transactions, including:
 - management of external stakeholders by implementation of tracker, and regular meetings
 - driving forward actions to enable completion of varied and complex matters in specified timeframes
 - obtaining fee estimates

- collation of documentation
 - issuing formal instructions.
- 9 Oversight of the administration of sales, purchases and other property transactions including the monitoring and co-ordination of the parties involved.
 - 10 Administration of legal documents, including maintaining register of seals and preparation of report for Finance Committee, retrieval and examination of deeds to assist with queries and liaising with solicitors to enable progression and completion of scanning project.
 - 11 Administrative responsibility for Clergy Houses Committee, Investment Property Sub-Committee and Trustees of St Benedict's Centre meetings including the planning of agendas, taking minutes, management of action logs and advising the Committees of appropriate policies and procedure.
 - 12 Prepare, and edit correspondence, communications, presentations and other documents on behalf of the Diocesan Secretary
 - 13 Respond to telephone calls for the Diocesan Secretary and Property and Legal Officer and field standard calls.
 - 14 Liaise with the offices of The Bishop of Rochester, The Bishop of Tonbridge, Archdeacons, internal diocesan staff, parishes, external partners and stakeholders, and diocesan governance structures.
 - 15 Provide general typing and clerical support for the Diocesan Office as a whole.
 - 16 Provide reception cover on a rota basis in the absence of the receptionist.

SKILLS AND EXPERIENCE

- Previous EA/secretarial experience supporting a senior role
- Strong attention to detail
- In depth working knowledge of Microsoft Office
- Excellent organisational skills with an ability to prioritise effectively and work to tight deadlines
- Highly adaptable and resilient, with a proactive approach to work
- An excellent communicator, with excellent written and spoken English
- Able to work independently with minimal guidance and as part of a team
- Experience in planning and managing events on a large scale
- Understands and is sensitive in handling confidential matters
- Degree or equivalent an advantage



COMPETENCIES

Achievement Drive – A concern for working well. A desire to take action; doing more than required; doing it before it is required. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and build or maintain relationships with people who are, or may someday be, useful in achieving goals.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Includes the development of subtle strategies specifically designed to get others to go along with or support ones agenda.

Thinking Ability – The ability to breakdown a problem or situation into its component parts, identifying implications and the key underlying issues.

Independence – A demonstrated belief in one’s capability to select an appropriate approach to a situation. It includes confidence in one’s judgement or opinion and the ability to handle failure effectively.

Adaptability – The ability to adapt to and work with a variety of situations, individuals or groups.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others.