



# DIOCESE OF EXETER

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## ROLE DESCRIPTION

DETAILS	
Role Title	Personal Assistant to Bishop of Plymouth
Department	Bishop - Plymouth
Reports to	Bishop of Plymouth
Salary/Rate	N/A
Contract Type	Part-time (0.8FTE)
Hours	29 per week (Monday – Friday)
Normal Place of Work	St Mark's Church, Ford, Plymouth, PL2 1EN.
Responsible for	N/A
Date of Issue	July 2024

### What you'll be doing

This role provides reliable and conscientious secretary and personal assistant work to the Bishop of Plymouth. This includes general administrative support, diary and appointment management, financial management and accounts, and the day to day running of the Bishop's Office. The role requires a high degree of autonomous working and some flexibility to work from home as and when necessary.

### For context:

The Bishop of Plymouth is a suffragan (assistant) bishop to the Bishop of Exeter. The Bishop of Plymouth has immediate responsibility for people and matters relating to the archdeacons of Plymouth and Totnes and works closely with the Archdeacons of Totnes and Plymouth. The Bishop meets regularly with the Rural Deans and the Ministry Development Group for each archdeaconry. The Bishop of Plymouth works from the Bishop's residence and the PA is based at the office at St Mark's Church.

### Relationship building

You will build an effective relationship with the Bishop through daily communications via phone, email and text and regular in person meetings. You'll also have a high degree of autonomy. Collaborative working is crucial to the success of this role. You'll build understanding and effective relationships with other Bishop support staff, Senior staff, and key personnel in the Old Deanery and in the Cathedral. You will also use social media for communication engagement externally. You will alert staff to any emerging



issues and problem solve collaboratively with others to resolve them.

### **Administration support**

You will provide high quality support to the Bishop and be an efficient and informative first point of contact for clergy, lay officers and all external contacts. This includes:

- Managing written correspondence and incoming calls, checking the answer phone in the morning and evening.
- Dealing sensitively and appropriately with confidential information.
- Managing the Bishop's diary and appointments, including making travel arrangements for the Bishop, both at home and abroad.
- Liaise with the Bishop of Exeter's senior staff.
- Managing the Bishop's emails, responding as appropriate.
- Providing audio and copy typing as necessary.
- Help to organise events & workshops, including civic events.
- Ensuring the Bishop has the necessary paperwork for meetings and engagements.
- Organising and arranging meetings when necessary and arrange refreshments.

### **Information and financial management**

You will manage the Bishop's accounts; ensuring cheque entries, debit card payments and direct debits are logged and reconciled on a regular basis. This will involve keeping accurate notes, correspondence and records, and place on file as appropriate. You will also prepare cheques for Bishop's signature, manage small petty cash and forward final accounts to Church Commissioners at the end of each quarter. You will ensure all paperwork relating to clergy is sent to the Bishop of Exeter's office for inclusion in the Blue file in accordance with the House of Bishops policy. You'll be required to maintain confidentiality at all times and ensure information management systems and policies are adhered to, including Social Media, GDPR and Data Protection Act 2018, and the House of Bishops policy on Clergy Personal Files.

### **Policies, processes and procedures**

You'll be required to coordinate and support many processes relating to clergy, including Clergy appointments and reviews. This will include securing Bishops references, completing DBS checks, preparing an appointments file, managing interview dates, preparing offer letters and other necessary correspondence after interviews. You will also send out appropriate templates and keep records.

### **Office management**

You'll be responsible for the day to day running of the office at St Mark's Church, ensuring good office systems are in place and developed to ensure maximum office efficiency. You'll need to maintain equipment, purchase office supplies and stationery for St Mark's Church Office and for the Bishop's house. You may need to transfer documents between sites locally. You will also liaise with EDBF and Property Services in matters relating to the Bishop of Plymouth's property.

### **Safeguarding**

You will ensure that all diocesan Safeguarding policies and procedures are adhered to, owning Safeguarding training to level C4, plus Domestic Abuse awareness training and any additional training and awareness relating to the specific sensitives and responsibilities of the role.

### **Equality and diversity**



You will role model inclusive behaviours in day to day working practices and work in accordance with diocesan equal opportunity policies.

### **About you**

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

You'll need to have professional experience of providing administrative support within a diverse working environment and have evidence of experience of a high level of professional working.

You will be organised, with attention to detail and accuracy, using initiative to plan and prioritise workload and respond flexibly to circumstances. Working as a key member of the team you will need to demonstrate good interpersonal skills and a collaborative style of working. You will have excellent oral communications and a professional telephone manner, with the ability to work independently and unsupervised and able to communicate effectively with a broad range of people, providing accurate and timely responses/advice. You will be welcoming and friendly, creating a good rapport whilst maintaining professionalism.

You'll have good written communication skills; able to articulate concepts accurately and succinctly, as well as good audio typing and general secretarial skills. You'll be numerate with financial knowledge and related skills and able to deal with complex, confidential issues with sensitivity.

You will need to have the ability to use Canva or equivalent design platforms, and advanced IT skills, including knowledge Microsoft Office: Word, Excel, Outlook PowerPoint, Microsoft teams and Zoom.

You will be sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests, maintaining a consistent approach to clergy and non-clergy matters.

It would be great, but not necessary, if you also had experience of establishing and maintaining systems, for example setting up paper based and electronic filing, experience working in charitable or a similar organisation and an understanding of the parish system/Church of England. It would be helpful to have an understanding of the Church of England, its parochial system and the wider organisation of the Diocese.

You'll need to have a flexible approach to duties and working hours, including attending occasional evening/weekend functions.

A full driving licence and use of a car would be helpful, however this is not a necessary requirement. The Personal Assistant role as it currently stands will require a basic disclosure certificate from the Disclosure and Barring Service.