

Executive Assistant, SSS

Role Description

JOB TITLE: (Junior) Executive Assistant,   
Senior Staff Support Team

SUMMARY: Working collaboratively with the PA to the Bishop of Winchester, the other EA and other members of the Senior Staff Support Team to support the work of 4 principals: The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester. Together with colleagues to deliver high quality administration and coordination of diaries, correspondence, preparation for meetings and engagements, enquiries and record-keeping.

GRADE: SP6 - £25,849, Full-time, per annum

LOCATION: Wolvesey, Winchester, SO23 9ND

ACCOUNTABLE TO: The Bishop’s Chaplain and Chief of Staff

KEY RELATIONSHIPS: PA to the Bishop of Winchester, the other EA and other members of the Senior Staff Support Team;

The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester

The Bishop’s Chaplain and Chief of Staff

The Senior Executive Officer

CONTEXT: The Diocese of Winchester has over 400 church buildings, and over 300 parishes, with many more worshipping communities. There are chaplaincies operating in schools, universities, hospitals, prisons and other institutions and organisations across the area of Hampshire and East Dorset which is covered by the diocese. Also included are over a hundred Church of England primary schools. Every parish in the diocese is encouraged to develop a Mission Action Plan which sets out the way in which the church in that local area will engage with and support the community in which it is situated – with parishes offering everything from parent and toddler groups and “Messy Church”, to street pastors and support for night-shelters and refugees.

As diocesan bishop, the Bishop of Winchester has responsibility for the pastoral care and oversight of the Church in the region. He shares his leadership of mission and ministry in the diocese with the Suffragan Bishops of Basingstoke and Southampton, the Diocesan Chief Executive and the Archdeacon of Winchester.

The Senior Staff Support Team provides a wide range of support services to the following: The Bishop of Winchester, the Bishops of Basingstoke and Southampton and the Archdeacon of Winchester. The team comprises Executive and Administrative Assistants, a Public Affairs Officer and the Internal and Digital Communications Manager, with team members reporting to the Bishop’s Chaplain and Chief of Staff.

This role offers an opportunity to work as part of this dynamic team, with involvement in a wide range of activities to support diocesan leadership.

In the close-knit office team, roles overlap and co-operation is required between all staff members. All staff play their part in offering hospitality to visitors and responding to queries. Nonetheless, within the team each person has a distinct role and responsibilities and takes a lead in specific areas.

**MAIN DUTIES AND RESPONSIBILITIES**

The EA shares responsibility with the other EA and AA for the administrative support of the Suffragan Bishops of Basingstoke and Southampton, and the Archdeacon of Winchester. They work with the PA to the Bishop of Winchester, who is responsible for his administrative support. The 3 bishops and the archdeacon have shared responsibilities and overlapping diaries and engagements.

The EA will work together with the other EA and the PA(BoW) to provide:

• Diary management, appointments, meetings and services

• Preparation for meetings, research, briefings and travel arrangements

• Preparation for parish visits, services (confirmation, admissions, cathedral, etc.)

• Liaising with the Clergy Appointments Assistant on involvement in clergy appointment processes (preparations, visits, shortlisting, interviews, etc.)

• A first point of contact for telephone contact with principals

• Handling incoming postal correspondence, responding or drafting responses as required

• Maintaining shared e-mail inboxes, responding or drafting responses as required

• Preparing expense claims and maintaining episcopal finance records

• Attending some meetings to take minutes

The (Junior) EA will take on individual responsibility for specific tasks and projects distributed by the Senior EA, and will be asked to take a lead in supporting particular tasks or portfolios, such as:

* Warden of Readers
* Deliverance and healing
* Thy Kingdom Come
* Education
* Archidiaconal visitations
* Quinquennial reports
* National synods, committees and portfolios
* Episcopal Budgets and Finance

The EA will work together with the Administrators to ensure:

• Development, delivery and maintenance of routine processes (e.g. MDRs, PTOs, CCSLs, legal paperwork)

• Efficient administration of information management and record-keeping

• Reliable personal record keeping and care of personal data for clergy, lay ministers and others

As a member of the Senior Staff Support Team, and working together with other members of the team, the EA will share responsibility for:

• Preparation for large meetings and events, attendance at which may sometimes be required

• Hospitality for meetings and events

• Taking telephone enquiries, signposting or otherwise responding as required

• Handling incoming correspondence, responding or drafting responses as required

• Assisting with preparation of communications and other publications on behalf of principals, including updated to website

* Other duties as may be required by the bishops, archdeacon or chief of staff from time to time

**collaboration, Support and accountability**

To facilitate collaborative working and ensure that the EA is supported and accountable in their role, they will be expected to:

* + Take part in weekly meetings of the whole team and/or one of the working groups within it.

Meetings are for forward planning of diaries and events, as well as project and process collaboration.

* + To liaise regularly with the Bishop’s Chaplain and Chief of Staff, meeting ‘one-to-one’ at least monthly.
  + To meet with the Bishop’s Chaplain annually for a Personal Development Review.

**Person specifications**

A hospitable but robust person with an enquiring mind, a proactive approach, excellent inter-personal skills and proven administrative competence.

QUALIFICATION & EDUCATION

* It will be a requirement of the appointment that Basic and Foundation level Safeguarding Training is completed along with:
* Equality and Diversity
* GDPR
* Fire Safety Awareness
* DSE for Home workers/office workers
* First Aid refreshers
* Office Health and Safety
* Educated to at least ‘A’ level or equivalent standard

PERSONAL EFFECTIVENESS:

* Administratively efficient
* Able to prioritise effectively
* Pay close attention to detail
* Use their own initiative
* Has a flexible approach to work, able to adapt and change practices and processes in a rapidly changing organisation
* Work collaboratively
* Takes on responsibility and accountability for tasks and actions
* Take a practical approach to tasks
* Creative and solution-orientated
* Stay calm under pressure
* Able to operate with a degree of ambiguity
* Work well in a team with shared responsibilities and overlapping roles

Communication:

* Establish and maintain excellent working relationships with colleagues and other contacts
* Have a polite, helpful manner
* Communicate effectively with people at all levels, both inside and outside the organisation
* Demonstrate excellent presentation, layout and accuracy in text production
* Able to draft or adapt letters as appropriate
* Maintain strict confidentiality
* Use diplomacy and sensitivity

Administration

* Have an excellent standard of literacy
* Have a good standard of numeracy
* Take a proactive approach to the Bishop’s time management
* Manage work flow flexibly to prioritise tasks in order to meet deadlines
* Follow office procedures
* Have an aptitude for developing and reviewing office systems in response to changing demands and the availability of new technology is desirable
* Competent in managing own workload and effectively supporting others with their workloads
* Committed to own personal development and encouraging others in their development

Knowledge

* Able to learn and apply new technologies quickly
* Proficient in the use of Microsoft Word, Outlook, and Excel, and willing to learn other Office 365 applications
* Have experience of or be willing to learn financial record keeping and online banking
* Experienced in managing a varied workload efficiently
* Capable of undertaking internet-based research and presenting a summary of findings
* Have sympathy for the faith, worship and mission of the Church of England
* Have an understanding of, or willingness to learn, the systems, structures and terminology of the Church of England

On a few occasions it may be necessary for the post holder to attend a meeting or event off-site, sometimes outside of normal working hours. Not all meeting locations are served by public transport, therefore own transport will be necessary.

**NOTES**

The following general principles should be noted:

1. This role will be based at The Diocesan Office, Wolvesey, Diocese of Winchester, Wolvesey, Winchester, Hampshire, SO23 9ND.
2. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
3. The role is offered on a permanent basis subject to a probationary period of 6 months.
4. This is a full-time post (35 hours per week) Monday to Friday.
5. Full-time holiday entitlement is 25 days, this is in addition to Bank Holidays.
6. The role is offered based on the role holder having a right to work in the UK.
7. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Chief Executive Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

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Agreed SMB/MP 16 Feb 2021