

The Bishop of Winchester’s Personal Assistant

Role Description

JOB TITLE: The Bishop of Winchester’s Personal Assistant

GRADE/SALARY: £28,119 (Band 5 top spine point)

LOCATION: Wolvesey, Winchester, SO23 9ND

ACCOUNTABLE TO: The Bishop of Winchester

KEY RELATIONSHIPS: The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester

 The Bishop’s Chaplain

 The Diocesan Chief Executive

 The personal and administrative staff of the bishops’ and diocesan offices

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. (S)he shares 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 current Bishop of Winchester announced that he will be retiring in February 2022. He has handed all of his day-to-day responsibilities to the Bishop of Southampton as acting diocesan bishop. During the vacancy in see, the PA to the Bishop of Winchester will be responsible for ensuring the continuity of the ongoing work of the bishop’s office, as well as providing additional support to the Bishop of Southampton as required. Consequently, the main duties of the role may vary from those set out below, which reflect the normal scope of the role when a Bishop of Winchester is in post.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Main duties
* To manage and maintain the Bishop’s electronic diary, and to ensure the accuracy of the information recorded in it and shared across the Bishop’s office team and the Bishop.
* To respond to meeting requests and event invitations and liaise with other offices in relation to the Bishop’s attendance and other requirements.
* To provide a day file, briefing notes and, where appropriate, verbal briefings for the Bishop.
* To arrange a weekly meeting with the Bishop to better understand his priorities and expectations, and to anticipate his requirements for forthcoming events.
* To ensure that the Bishop has all necessary paperwork and information in advance of meetings and engagements, liaising with other members of the Bishop’s Staff Team, Diocesan staff and external people and organisations as necessary.
* To plan the Bishop’s visits to parishes and other communities, liaise with parish clergy and offices and obtain service information forms and draft orders of service for approval by the Bishop’s Chaplain.
* To monitor the Bishop’s emails, noting any major issues that the Bishop is dealing with so as to be well informed in the case of telephone or email inquiries, taking the initiative to re-direct enquiries or to obtain further information, and acting appropriately on any administrative matters that arise.
* To oversee the processing of all mail and correspondence arriving in the Bishop’s Office
* To ensure prompt handling of the Bishop’s correspondence, taking the initiative to re-direct enquiries, to obtain further information or to refer more complex matters to the Bishop’s Chaplain.
* Working with the Bishoprics’ Finance team, to manage the Bishop’s budget and discretionary funds and to authorise, or arrange the authorisation of, payments.
* To keep a record of the Bishop’s expenses and to prepare expenses claims on a regular basis, including for his parliamentary and other national roles.
* To prepare the Bishop’s papers for meetings of the House of Bishops, the College of Bishops, the General Synod and other meetings.
* To make arrangements for the Bishop’s travel and overnight stays.
* To ensure the proper maintenance of the Bishop’s house and offices, liaising with the Bishop and his or her spouse, and developing good working relationships with the Church Commissioners, and particularly the Bishoprics and Cathedrals Department.
1. Other duties
* The PA will work together with colleagues 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
* With the support of the Bishop’s Admin Assistant, to take the initiative to draft responses to correspondence (whether in their own name, the Bishop’s Chaplain’s name or the Bishop’s name), and liaising with the Bishop’s Chaplain and the Bishop to draft responses to more complex matters.
* To respond to telephone enquiries, particularly in the Admin Assistant’s absence.
* To be present at some meetings that the Bishop holds and to take minutes.
* Working with the Bishop and with colleagues co-ordinate hospitality and events, especially the “marquee season”, including the preparation of guest lists and invitations and liaising with caterers and other suppliers.
* To develop and maintain good working relationships with those who work in the Diocesan Office, the Cathedral Office, Church House staff, other bishops’ offices and contacts in other institutions, e.g. Winchester University.
* With colleagues, to make practical and administrative arrangements for significant occasions, such as, licensings, ordinations and other services.
* With colleagues and liaising with School of Mission staff, to co-ordinate correspondence from the Bishop concerning ordinands, curates and title posts.
* To deputise for the Bishop’s Chaplain in administrative matters in his / her absence, including taking minutes at meetings of the Bishop’s Staff Team and Diocesan Leadership Team.
* Other duties broadly in line with these from time to time as instructed by the Bishop or the Bishop’s Chaplain.
1. Shared duties

Working together with other members of the team, the PA will share responsibility for:

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

• Hospitality for meetings and events by welcoming visitors, making them tea and coffee, washing up, and playing a part in arranging and preparing sandwich lunches when required.

• Taking telephone enquiries, signposting or otherwise responding as required

**collaboration, Support and accountability**

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

* + Take part in weekly meetings of the whole team 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, meeting ‘one-to-one’ at least monthly.
	+ To meet with the Bishop’s Chaplain annually for a Personal Development Review.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree on any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of the post. You will be consulted about any changes to your job description before these are implemented.

**PERSON SPECIFICATIONS**

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

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
* Have confidence to challenge the Bishop and the Bishop’s Chaplain helpfully
* Work well in a small team

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

SUPERVISION

* Demonstrate an aptitude for supervising staff effectively
* Competent in managing own workload and effectively delegating to and supporting others with their workloads
* Use good judgement in knowing when to delegate
* Committed to the development of colleagues.
* Committed to own personal development and encouraging others in their development

KNOWLEDGE

* Educated to at least ‘A’ level or equivalent standard
* Proficient in the use of Microsoft Word, and Outlook, and willing to learn Excel 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 some familiarity with, or willingness to learn, parliamentary processes related to the work of a Lord Spiritual
* 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.

**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:**

EMPLOYER

The Bishop of Winchester in his corporate capacity.

SALARY

The salary for this post is £28,119 per annum (Band 5 top spine point).

HOURS OF WORK

Full time. 35 hours per week excluding five unpaid one-hour lunch breaks.  Some evening and weekend work may occasionally be required for which time off in lieu is given subject to policy.

ANNUAL LEAVE

25 days annual leave per leave year.  This is exclusive of public and additional holidays.  The leave year runs from 1st January to 31st December.

PENSION SCHEME

Non-clergy staff are automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances.  Cover will be subject to any terms and conditions laid down by the insurance company.

NOTICE

During the probationary period the employment may be terminated bytwo weeks’written notice on either side or by pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to one month on either side or by pay in lieu of notice by the employer. Should the employee be summarily dismissed on the grounds of gross misconduct, the employment will be terminated without notice.

PROBATIONARY PERIOD

There will be a probationary period of six months.

CONTRACT

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

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12 Nov 2021