**BISHOP OF LICHFIELD’S OFFICE**

**Assistant ADMINISTRATOR**

**Job Description and Person Specification**

**JOB TITLE**: Assistant Administrator for the Bishop of Lichfield

**LOCATION:** The Bishop’s Office, the Bishop’s House, The Close, Lichfield

**EMPLOYER**: Lichfield Diocesan Board of Finance

**HOURS OF WORK**: 20 hours per week, 4 hours per day, Monday-Friday

**SALARY**: £13,497 per annum (FTE £23,620)

**ACCOUNTABLE TO:** The Bishop of Lichfield through his Personal Assistant

**JOB SUMMARY**

The Bishop of Lichfield is seeking to appoint a person with good interpersonal skills and proven administrative competence, who is pro-active and instinctively a team player to join his personal staff.

The Bishop’s Personal Staff comprises of the Personal Assistant (PA) who is also the Office Manager, the Chaplain and the Office Assistant Administrator (this post). The Bishop’s Office is located in the Bishop’s house, the Close in Lichfield. We aim to be a friendly collaborative and mutually supportive team of colleagues.

The person appointed will work closely with the Bishop’s Personal Assistant and the Bishop’s chaplain to give administrative and pastoral support to the Bishop also ensuring that a warm and generous welcome is extended to all who visit. The post holder will have a wide range of administrative and coordinating tasks.

**General Responsibilities of all Office Staff**

The Bishop’s personal staff support the Bishop in his work through:

* Providing high quality briefing, information and communications systems.
* Offering efficient and effective administrative support, ensuring that good office systems are in place.
* Embodying the Bishop’s ministry of welcome by responding to callers, visitors and guests with generosity and warmth.
* Ensuring compliance with health and safety, fire, employment, data protection and other Government and Statutory regulations affecting the operation of the Bishop’s office.
* Support and help with the organisation of events held at the Bishop’s house throughout the year.

**Main Responsibilities of the Office Assistant Administrator are to:**

**General:**

* Provide general administrative support across the Bishop’s Office, dealing with matters in a confidential and timely manner.
* Liaise with the Bishop’s Chaplain and the PA to ensure good communications and an appropriate level of awareness of each other’s areas of work.
* Respond to queries, whether by phone, email, post or in person with diplomacy and tact.
* Support with the production and distribution of the Bishop’s Christmas and birthday cards and any other occasional communications.
* oversee the daily management of stationery, postage, office equipment, and hospitality supplies. ensuring stocks are stored appropriately and the office is kept tidy.
* Cover part of the Bishop’s Personal Assistant’s duties in their absence.

**Financial:**

* Support the PA with the management of the Bishop’s block grant and the working costs associated with his ministry. To include;
  + On a monthly basis update the quarterly return and collect evidence of all transactions, filing accordingly.
  + oversee the completion of the bishop’s monthly mileage log and HLC data.
  + Keep records of working expenses for the Bishop and other staff

**Record and Archives:**

* Share with the PA and the Bishop’s Chaplain responsibility for the maintenance of electronic and paper filing systems, ensuring continuity and standardisation.
* In cooperation with the Bishop’s Chaplain, to keep all confidential clergy files according to current guidance and best practice; ensuring the master list held is kept up-to-date and accessible; and oversee the movement of files in and out of the Diocese.
* Assist with the correspondence concerning clergy moves, appointments and retirements, notifying relevant diocesan and national agencies of changes.
* In cooperation with the Chaplain, ensure that the Bishop’s Archives are kept in good order, file management system and database are up to date and accessible to all.
* With oversight of the PA, process the yearly ‘permissions to officiate’ renewal process for retired priests.

**Hospitality:**

* Support the PA and the Bishop’s Chaplain with the organisation and managing of meetings including providing refreshments and serving meals.
* Work alongside the PA, the Bishop’s Chaplain and Bishop’s household with the organisation and managing of social functions, receptions, dinners and other hospitality events ensuring that they run smoothly.

***You will be expected to carry out any other duties that may reasonably be required in line with your main duties and role.***

***This job description reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to revision, in discussion with the post holder, in the light of the changing needs of the office of the Bishop of Lichfield***.

**Capabilities and Personal qualities sought:**

**Essential**

* Good general standard of education, with a high standard of literacy and

numeracy.

* Good use of the English language both oral and written, including grammar,

spelling and punctuation.

* Professional telephone manner with the ability to articulate messages clearly.
* IT proficient with a good working knowledge of Microsoft Word, Outlook, Excel

and file management systems.

* An eye for detail, accuracy, and quality to everything leaving the office.
* The ability to maintain absolute confidentiality and to be courteous, friendly and

discreet.

* Basic understanding of data protection
* The ability to respond quickly to the changing priorities within the office.
* The ability to work flexibly in a small team.
* Ability to organise own workload, to set priorities and to work to deadlines.
* To always present a professional image.
* Reliable attendance and punctuality record.
* An understanding or willingness to learn the systems, structures and terminology

of the Church of England.

* Sympathy with the Christian faith, supportive of the work of the Church of

England and committed to the ethos of the Bishop’s Office and household.

* Willingness to learn new skills and take part in any appropriate training.

**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 of England 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

• familiarise themselves with accident and emergency procedures on their site

• familiarise themselves with the findings of any risk assessments which might affect

them

• inform their manager immediately of any health or safety deficiencies or dangerous

situations or near misses

• 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**

The salary for this post is £13,497 per annum (FTE £23,620) and there is a non-contributory pension scheme.

**Place of Work**

The Bishop’s Office Assistant Administrator will be expected to work from the Bishop’s Office at the Bishop’s House in Lichfield. Very occasionally travel outside the office may be required.

**Hours of work**

The post is for 20 hours per week with the post holder working 4 hours a day. Occasionally the post holder may be required to start earlier or work later than these hours or support a function happening outside of working hours. Time can be taken in lieu.

**Annual Leave**

You are entitled to 25 days paid annual leave per leave year (pro-rota) plus public and additional holidays. The leave year runs from 1st January to 31st December.

**Notice**

During the probationary period your employment may be terminated by two weeks written

notice on either side or by pay in lieu of notice by your employer. Once your appointment

is confirmed the notice period will be extended to one month on either side or by pay in

lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross

misconduct, your employment will be terminated without notice.

**Probationary period**

There will be a probationary period of 3 months.