



EXECUTIVE ASSISTANT TO THE BISHOP OF HORSHAM

JOB DESCRIPTION

JOB TITLE:	EA to the Bishop of Horsham
GRADE:	Band 5 (0.6 FTE)
LOCATION:	Bishop's House, 21 Guildford Road, Horsham RH12 1LU
REPORTING TO:	Bishop of Horsham
RESPONSIBLE FOR:	N/A
KEY RELATIONSHIPS:	Bishop of Chichester's office team, Bishop of Lewes and his PA, Archdeacons and their PAs, diocesan staff, deanery and parish officers, members of the clergy
JOB SUMMARY:	To provide professional and proactive executive-level administrative support to the Bishop of Horsham, in her episcopal responsibilities within the Diocese of Chichester and beyond

MAIN DUTIES AND RESPONSIBILITIES

Diary management

- Planning the Bishop's schedule to ensure that it reflects her ongoing priorities within the context of the range of her commitments and roles, the liturgical calendar, and diocesan services, activities and events
- Managing all aspects of the Bishop's diary, including co-ordinating and arranging meetings, interviews, licensings, parish visits, and preaching and speaking engagements
- Scheduling of regular meetings, e.g. with the Archdeacons and Rural Deans
- Electronic diary management, including populating the diary with regular diocesan operational and governance meetings, national meetings and other commitments
- Liaising with those wishing to arrange a liturgical visit or confirmation, coordinating arrangements as necessary with the Senior Liturgical Chaplain
- Making all necessary travel and accommodation arrangements, incorporating sufficient preparation and recovery time between appointments

- Responding on behalf of the Bishop to meeting and event invitations, including ensuring all relevant information is compiled
- Collating all necessary papers and background information for meetings, liturgical visits and other commitments, so that the Bishop is appropriately briefed at all times
- Obtaining background information on emerging issues and handling confidential information with discretion and sensitivity, exercising excellent judgment at all times

Communication & record-keeping

- Monitoring the Bishop's emails, noting any significant matters with which the Bishop is involved so as to be well informed in the case of enquiries, and acting appropriately on any administrative matters that arise
- Dealing confidently with all enquiries, whether in writing or by telephone, ensuring matters are dealt with promptly and appropriately, and taking advice and referring to colleagues as necessary
- Ensuring prompt handling of the Bishop's correspondence, taking the initiative to obtain further information, seek advice from colleagues or re-direct enquiries as appropriate
- Liaising on behalf of the Bishop with ecclesiastical bodies at diocesan and national levels, and with other organisations
- Responding to correspondence as directed by the Bishop, and monitoring any follow-up actions and agreements
- Ensuring that a comprehensive and systematic record is kept of all incoming and outgoing correspondence
- Maintaining the Bishop's electronic and paper-based files to a high standard, to enable prompt recall of information as required

General

- General administrative duties to ensure the smooth running of the Bishop's office, e.g. processing incoming and outgoing mail, filing in the Bishop's and general filing systems
- Overseeing the financial arrangements of the office, liaising closely with the Palace Administrator over financial returns and expenditure
- Modelling hospitality, including welcoming guests to the office and preparing refreshments, and occasional assistance with ordering and serving food
- Establishing and maintaining excellent working relationships with all areas of diocesan life, including with clergy, diocesan staff, parish and deanery officers
- Working and co-ordinating closely with the Bishop of Lewes's PA and Bishop's Palace team, ensuring a professional and efficient approach to work
- Other tasks as reasonably directed by the Bishop of Horsham

PERSON SPECIFICATION

EXPERIENCE

- Experience of senior-level EA/PA support, including complex diary management
- Proven ability to develop strong working relationships at all levels, and to deal confidently and effectively with senior colleagues and stakeholders
- Ability to work on multiple tasks simultaneously, and to plan workloads and determine conflicting priorities to meet deadlines
- Experience in managing and prioritising a varied workload effectively
- Ability to handle highly sensitive, confidential situations with complete discretion, and to manage confidential data within the requirements of data protection legislation and organisational policies

SKILLS/KNOWLEDGE

- Good general standard of education
- A confident communicator with the ability quickly to develop rapport
- Excellent written communication skills, able to draft complex or nuanced correspondence and take accurate messages & notes of meetings
- Excellent organisational skills, attention to detail, time management
- Confident and competent in the use of IT, with good working knowledge of MS Office applications including Outlook, Word and SharePoint, typing speed of 60 wpm or more
- Aptitude for developing and reviewing office systems in response to changing demands

PERSONAL ATTRIBUTES

- An adaptable, approachable and supportive team member with high levels of emotional intelligence and self-awareness
- Willing to take ownership and responsibility for completing a task
- Ability to maintain confidentiality and to be courteous, diplomatic and discreet at all times, responding to all enquiries with tact and sensitivity
- Agile with the ability to problem solve with a level head and remain resourceful and positive under pressure
- Can quickly identify and admit errors and work positively to put right
- Interest in, or aptitude for understanding, the systems, structures and terminology of the Church of England
- In sympathy with the work and ministry of the Bishop of Horsham and the Diocese of Chichester

TERMS OF EMPLOYMENT

Salary

The starting salary for this post will be £18,875.40 per annum (pro-rated from £31,459 for a full-time position).

Hours of work

Working hours are 21 per week, to be worked across 4 or 5 days (precise working pattern to be agreed with the successful candidate). Occasionally the post holder may be required to work outside normal office hours, in which case time off in lieu may be taken.

Place of work

The post is office-based at the Bishop's House, 21 Guildford Road, Horsham RH12 1LU.

Annual leave

The annual leave entitlement is 25 days per year, pro-rated for a part-time role. This is exclusive of public holidays and of any additional discretionary office closure days. The leave year runs from 1 January to 31 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 grounds of gross misconduct, your employment will be terminated without notice.

Probationary period

There will be a probationary period of six months.

Pension

Non-clergy staff will be enrolled in the non-contributory Church Administrators Pension Builder 2014 (CAPB 2014) scheme in line with legislation, unless they choose to opt out. Additional voluntary contributions up to 3% of salary will be matched by the employer. Clergy already in the Church of England Funded Pension Scheme (CEFPS) will have the option of either remaining in this scheme or joining CAPB 2014.

Bishops' staff who join CAPB 2014 are eligible for an income protection insurance arrangement, subject to any terms and conditions laid down by the insurers. Underwriting may be required in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join).