



# Diocese of Edinburgh

*Scottish Episcopal Church*

## **JOB TITLE: BISHOP'S P.A. & DEAN'S P.A.**

**Responsible to:** Diocesan Administrator

### **TERMS**

#### **Permanent Contract**

30 hours per week, normally over 5 days, but may include occasional evening and weekend working by agreement (time in lieu). Salary: Grade Two (*incremental*). Includes a non-contributory pension.

### **JOB PURPOSE**

To ensure that both the Bishop and the Dean are able to efficiently fulfil the objectives of their own roles.

### **Objectives**

To provide an effective, efficient and confidential secretarial and P.A. service to the Bishop and the Dean.

### **Principal Responsibility Areas**

- A Administrative support to the Bishop
- B Administrative support to the Dean
- C Assisting with general office duties

### **Key Tasks**

- A1. Day to day management of the Bishop's diary and correspondence
- A2. Preparation of files and papers and briefing for all necessary meetings
- A3. Management of the Bishop's email inbox to ensure efficient and appropriate prioritisation
- A4. Assist the Bishop in various formal procedures, including:
  - Appointments and Resignations of clergy
  - Protection of Vulnerable Groups procedures for clergy
  - Canon 31 (Marriage of divorced persons & same-sex marriage procedures)
- A5. Oversee the organisation of cyclical events, including:
  - Ordinations
  - Confirmations
  - Bishop's Lent Appeal
  - Chrism Mass
  - Retired Clergy Lunch

- B1 Day to day management of the Dean's diary and correspondence
- B2 Preparation of files and papers and briefing for all necessary meetings
- B3 Management of the Dean's email inbox to ensure efficient and appropriate prioritisation
  
- C1 Answer the phones, take messages, and greet visitors
- C2 Assist with printing and copying for clergy and charges
- C3 Any other reasonable duties requested by the Bishop, Dean or the Line Manager

## **PERSON SPECIFICATION**

### Essential

- ✓ Professional but pastoral approach to work
- ✓ Strong administrative and organisational abilities
- ✓ Experience/understanding of a church/ecclesiastical context
- ✓ Able to work independently and flexibly, as part of a small office team
- ✓ Good written and verbal communication skills
- ✓ Computer skills – use of MS Office suite (or equivalent) to an intermediate level

### Desirable

- ✓ Prior experience in an administration role
- ✓ Ability to manage events/hospitality
- ✓ Knowledge of diary management
- ✓ Methodical and organised work ethic
- ✓ Proactive approach