

Job Description for the Administrative Assistant to the Bishop of Sheffield

Employer:	The Church Commissioners, on behalf of the Bishop of Sheffield
Job Title:	Administrative Assistant to the Bishop of Sheffield.
Location:	The Bishop's Office at Bishopscroft, Snaithing Lane, Sheffield
Grade/Hours:	24½ hours/week (to include 3½ hrs/week supporting the ministry of the Bishop of Sheffield in the House of Lords) Band 7, Point 1 (£20,910.02 fte)
Responsible to:	The Bishop of Sheffield, through his Senior PA
Responsible for:	Providing administrative support to the Senior PA to the Bishop of Sheffield and to the Bishop's Chaplain
Key Relationships:	The Bishop of Sheffield, the Senior PA to the Bishop of Sheffield and the Bishop's Chaplain.

1. Introduction

The Diocese of Sheffield was formed in 1914 and is in the Northern Province of York. It has a population of approximately **1.3** million people, **89** stipendiary incumbents, **59** Mission Areas and **211** churches. There are also a number of ordained chaplains working across hospitals, prisons, sports and police sectors. It spreads over Sheffield, Rotherham and Doncaster and the subsidiary towns and villages of those areas, covering most of South Yorkshire (approximately half of Barnsley) and small parts of North Yorkshire, the East Riding and North Lincolnshire. It is separated into two Archdeaconries: Sheffield and Rotherham; and Doncaster.

For further information about the Diocese see: www.sheffield.anglican.org

The Bishop of Sheffield exercises the primary apostolic ministry for the Diocese of Sheffield, leading in mission, presiding over its sacramental life, offering Bible teaching and pastoral care. Bishop Pete seeks to live out his calling prayerfully, joyfully and collaboratively, looking to God to renew, release and rejuvenate the Diocese of Sheffield by 2025. The staff at Bishopscroft play a significant role in the fulfilment of this vision and are expected to enter into it fully.

2. Person Specification: The Administrative Assistant to the Bishop of Sheffield will:

- Be confident in use of Microsoft office including Word, Excel and PowerPoint
- Have a working knowledge and previous experience of maintaining a database within an office environment
- Have excellent word processing skills from manuscript and audio
- Have good numeracy skills
- Deliver well-presented work with a meticulous eye for detail
- Have an ability to show initiative and work with minimal or no supervision
- Have excellent communication skills both oral and written, including a competent and friendly telephone manner
- Have good interpersonal skills with the ability to deal with people from all walks of life with courtesy
- Have a cheerful approach to enquirers, guests and colleagues
- Have an ability to maintain a high degree of confidentiality and handle sensitive issues with discretion
- Be well organised, methodical and have the ability to manage competing priorities
- Have an ability to work calmly under pressure and meet deadlines
- Have an ability to work independently and as a member of a team
- Have an ability to respond to changing demands and last minute requests
- Demonstrate a willingness to learn new skills and develop new areas of knowledge
- Attend training courses as appropriate
- Be flexible in working outside normal office hours, to cope with seasonal peaks of workload when necessary (which would normally be compensated by time off in lieu)
- Be flexible, recognising that each day could look very different as the Bishop's Office deals with a wide variety of tasks, issues and people

3. The Setting

- The Administrative Assistant, with the Senior PA to the Bishop and the Bishop's Chaplain are based in a shared office at Bishops Croft, where the Bishop also has his study
- The Administrative Assistant will work in particularly close collaboration with the Bishop's Senior PA, who provides oversight in managing the Bishop's office, his correspondence, accounts and diary
- The Administrative Assistant will provide administrative support to the Bishop's Chaplain

4a. The Tasks – Bishop's Office

- Assisting the Bishop's Senior PA and Bishop's Chaplain to provide efficient operations in the office
- Handling telephone calls with confidence, diplomacy and tact and ensuring all callers are directed to relevant personnel
- Audio and copy typing letters, sermons, speeches, reports and other materials for the Bishop and the Bishop's Chaplain to meet agreed deadlines and standards of accuracy and presentation

- Photocopying and scanning documents as required by the Bishop or other members of the team
- Providing hospitality to Visitors and dealing with enquiries
- Filing and keeping the office systems up to date, archiving as appropriate
- Ensuring all clergy filing ('blue files') and Parish filing is up-to-date
- Ensuring the inventory of files is kept up-to-date
- Sending and receiving emails using Microsoft Outlook and The Church of England's CMS database
- Providing administrative support to the Bishop's Chaplain
- Replying to correspondence as requested/delegated, or as dictated/drafted
- Handling incoming and outgoing mail to ensure correct and timely distribution and dispatch
- Organising travel arrangements for the Bishop as requested by the Bishop's Senior PA
- Sending out invitations and mailings for clergy conferences, deanery evenings and other circulations as requested
- Sourcing and ordering the Christmas card in liaison with the Bishop, updating the Christmas card list, timely production of labels and posting
- Monitoring stationery and other supplies and re-ordering as necessary
- Providing administrative support to the Bishop's wife as and when required
- Standing in for the Bishop's Senior PA as required
- Assisting with shopping and simple hospitality (in office hours)
- Supporting with social events, ie Bishop's Garden Party
- Completion of the house inventory
- Carrying out other duties as and when required

4b. The Tasks – In supporting the ministry of the Bishop in the House of Lords

- Scrutinising the rolling three-week forward summary of upcoming business to assist the Bishop in making effective interventions
- Monitoring regional news to enable the Bishop to table questions
- Securing video footage of the Bishop's interventions and seeking to place these with regional media outlets (press, radio, television)
- In liaison with the Bishop's Senior PA, diarising meetings with other parliamentarians (eg local MPs and peers)

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. The post holder will be sympathetic to the Christian faith.

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:

Salary

The starting salary for this post is £14,637.01 per annum for 24½ hours per week (full time equivalent £20,910.02) per annum.

Pension Scheme

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes 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). Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of work

Your hours of work will be 24½ hours per week. Exact days and times to be agreed with the employer. The need for flexibility may be required on occasions.

Annual Leave

You are entitled to 25 days holiday per year. This entitlement will be pro-rated for part-time workers. This is in addition to public holidays. All the above periods of leave entitlement are with pay.

The holiday year runs between 1 January and 31 December each year.

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 that to which you are entitled in accordance with current employment legislation, whichever is greater or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment may be terminated without notice.

Probationary period

There will be a probationary period of six months.

Contract

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

Closing date for receipt of applications: Friday 14 April 2023 at 12 noon

Please note, if you have not heard from us within three days of the interview date, you have been unsuccessful in your application.

Interviews

Interviews will be held on **Wednesday 19 April 2023**

Start date as soon as possible thereafter.