



## The Bishop of Winchester's Personal Assistant

### Role Description

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| JOB TITLE:         | The Bishop of Winchester's Personal Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| GRADE/SALARY:      | Band 5    £23,256.80 (FTE £29,071) per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| LOCATION:          | Wolvesey, Winchester, SO23 9ND; Old Alresford Place, SO24 9DH from September 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ACCOUNTABLE TO:    | The Bishop of Winchester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| KEY RELATIONSHIPS: | The Bishops of Winchester, Basingstoke and Southampton and the Archdeacons of Winchester and Bournemouth<br>The Bishop's Chaplain<br>The Diocesan Secretary<br>The personal and administrative staff of the bishops' and diocesan offices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| CONTEXT:           | <p>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.</p> <p>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 Secretary and the Archdeacons of Winchester and Bournemouth.</p> <p>The Bishop of Winchester is Bishop Philip Mounstephen who was welcomed to the diocese in January 2024.</p> |

## 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 in conjunction with the Executive Assistant & Office Manager.
- 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.
- 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.
- When appropriate, 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).
- To respond to relevant telephone enquiries
- To be present at some meetings that the Bishop holds and to take minutes.
- Work with the Executive Assistant & Office Manager and other colleagues, to support hospitality and events, especially the "marquee season"
- 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.
- To deputise for the Executive Assistant & Office Manager Chaplain in administrative matters in his / her absence, including taking minutes at meetings of the Bishop's Staff Team.
- Other duties broadly in line with these from time to time as instructed by the Bishop, Executive Assistant & Office Manager or the Bishop's Chaplain.

## 2. Shared duties

Working together with other members of the team, to 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
- Managing incoming post

## **COLLABORATION, SUPPORT AND ACCOUNTABILITY**

To facilitate collaborative working and ensure that they are supported and accountable in their role:

- Take part in weekly meetings of the whole team or one of the working groups within it.
- In these or other meetings, take part in joint 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 (or other person nominated by the Bishop) 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
- Pays close attention to detail
- Uses their own initiative
- Has a flexible approach to work, able to adapt to changing practices and processes in an evolving organisation
- Work collaboratively
- Takes on responsibility and accountability for tasks and actions
- Takes a practical approach to tasks
- Creative and solution-orientated
- Stays calm under pressure
- Able to operate with a degree of ambiguity

- Has confidence to challenge the Bishop, the Bishop's Chaplain and Executive Assistant & Office Manager helpfully
- Works well in a small team

#### COMMUNICATION:

- Establishes and maintains excellent working relationships with colleagues and other contacts
- Has a polite, helpful manner
- Communicates effectively with people at all levels, both inside and outside the organisation
- Demonstrates excellent presentation, layout and accuracy in text production
- Able to draft or adapt letters as appropriate
- Maintains strict confidentiality
- Uses diplomacy and sensitivity

#### ADMINISTRATION:

- Has an excellent standard of literacy
- Has a good standard of numeracy
- Takes a proactive approach to the Bishop's time management
- Manages work flow flexibly to prioritise tasks in order to meet deadlines
- Follows office procedures
- Has an aptitude for developing and reviewing Bishop's Office systems in response to changing demands and the availability of new technology

#### WORK MANAGEMENT AND PERSONAL DEVELOPMENT:

- Competent in managing own workload and effectively delegating to and supporting others with their workloads
- Uses 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 work experience
- Proficient in the use of Microsoft Word, and Outlook, and willing to learn Excel and other Office 365 applications
- Has 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
- Has some familiarity with, or willingness to learn, parliamentary processes as they relate to the diary and correspondence of a Lord Spiritual
- Has sympathy for the faith, worship and mission of the Church of England
- Has 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 £23,256.80 (FTE £29,071) per annum

### HOURS OF WORK

Part time. 28 hours per week, Monday to Thursday, excluding four 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 FTE. This is exclusive of public and additional holidays. The leave year runs from 1 January to 31 December.

### 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. Employees enrolled into PB2014 are required to contribute 3% of their pensionable salary. The employee can change their contribution at any time. The employer matches contributions in whole percentages up to 3%.

**NOTICE**

During the probationary period the employment may be terminated by two 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.

Closing date: **21<sup>st</sup> May 2024**

Interview date: **29<sup>th</sup> May 2024**

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