



Job Profile	Personal Assistant to Auxiliary Bishop
Department / Parish / Agency	Bishop's Office
Reporting to	Auxiliary Bishop John Sherrington
Location / Address	Archbishop's House
Management of	n/a
Contract type	Permanent
Hours	28 hours per week (4 weekdays, negotiable upon appointment)
Salary	£19.11 per hour

Job Purpose:

To provide day to day administrative and secretarial support to the Auxiliary Bishop.

Principle duties and responsibilities

1. To manage all day to day correspondence, meeting minutes and telephone enquiries including:
 - Typing of all meetings, agendas, minutes and associated correspondence
 - Daily correspondence, diary management and mail
 - Process all correspondence in line with diocesan protocol
 - All telephone and fax enquiries
 - Travel bookings and insurance
 - Maintaining a database of contacts and engagements
 - Email correspondence of Auxiliary Bishop
 - Stationery and directory orders
 - Liaising with the Cardinal's Private Secretary and other PAs as required
 - Liaising with the Communications Office
 - Providing cover for other PAs when required

2. To co-ordinate specific aspects of the Auxiliary Bishop's diary including: -
 - Setting up weekend parish visitation meetings
 - Arranging large meetings of priests in his deaneries
 - Management of data files and co-ordination of practical details for pastoral visits
 - Inputting diary onto e-calendar and website where necessary
 - Liaising with external and internal groups for engagements
 - Keeping a record of the visits to parishes
 - Keeping a record of Confirmations
 - Keeping a record of visits to schools
 - Arranging event catering
 - Arranging catering for working lunches
 - Conference co-ordination, including set-up requirements
 - Processing expense claims against budget codes

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to work with complete discretion and confidentiality	E
Excellent communication skills, both written and verbal.	E
Excellent organisational skills including necessary research and preparatory work.	E
Ability to prioritise and manage conflicting deadlines.	E
Calm and measured approach to work.	E
Ability to project a friendly, professional manner, both in person and on the phone.	E
Ability to work within a small, close-knit team in support of the Diocese.	E
Ability to work alone, using initiative.	E
Ability to identify own development needs, commitment to continuous improvement and proactively seeking learning and development.	E
Experience	
Experience as an Executive Assistant to a senior manager in a large, complex organisation.	E
Some understanding of the Catholic Church, its structure and organisation.	E
A commitment to supporting the Bishops ministry in the Diocese.	E
A desire and commitment to work for the Catholic Church.	E
Qualifications	
Advanced Microsoft Word.	E
Microsoft PowerPoint.	E
Intermediate Microsoft Excel.	E
Excellent keyboard skills.	E
Typing speed of 50 wpm.	D
Shorthand.	D