

Job Description

Job Title:	Bishop's Secretary to the Bishop of The Diocese of St Andrews, Dunkeld and Dunblane
Reports to:	The Office Manager
Job Location:	Diocesan Office, 28A Balhousie Street, Perth, PH1 5HJ
Key relationships:	Bishop, Dean, Convener of Admin Board, Office Manager, Administration Assistant, Diocesan Digital Missioner

1. Purpose of Role:

To provide a personal assistant service to the Bishop to enable the smooth running of all communications and diary appointments and providing appropriate administrative support as required.

2. Key Responsibilities:

- Advanced planning and management of the bishop's diary and the Dean's diary
- Organising all appointments and providing practical briefings about the arrangements made for all visits and meetings
- Planning the bishop's visits to charges and clergy and liaising with them.
- Collating all papers and making the logistical arrangements related to General Synod, the College of Bishops, and other National and Provincial meetings
- Preparing the bishop's papers for all meetings and maintaining an efficient system for tracking papers
- Planning and organising the bishop's travel arrangements in the UK and abroad
- Dealing promptly with all bishop's incoming correspondence and drafting replies
- Responding to invitations for the bishop to attend civic events and meetings outside the Church
- Receiving and dealing with all emails in the Bishop's Secretary's inbox and that of the Bishop
- Opening and allocating incoming post and dealing with letters where appropriate
- Handling a wide range of telephone enquiries with confidence and sensitivity – answering questions directly or passing them to the appropriate person

- Organising the programme of ministerial review for all clergy. Maintaining the database and the collating and filing of all reviews
- Assisting at Diocesan events as required

3. General oversight and running of the Bishop's and Diocesan Office:

- Welcoming all visitors and arranging catering as necessary
- Ensuring that the office is kept tidy and all necessary equipment is purchased and maintained
- To be present at some meetings and at the bishop's request to take notes

4. Qualifications / Experience

- Previous PA and administrative experience including diary management
- Must be able to handle confidential information
- Experienced in dealing with people at all levels
- Ability to prioritise effectively

5. Knowledge, Skills, Attributes

- In sympathy with the vision, aims and objectives of the Scottish Episcopal Church
- The ability to understand and apply the priorities of the Bishop's ministry when allocating diary appointments
- Well-presented work with a meticulous eye for detail
- Ability to show initiative and work with minimal or no supervision
- Excellent communication skills both oral and written, including a competent and friendly telephone manner
- Ability to maintain a high degree of confidentiality and handle sensitive issues with discretion
- Well organised, methodical and the ability to manage competing priorities
- Ability to work independently and as a member of a team
- Competent in use of Microsoft Office including Outlook, Word, Excel and PowerPoint