

## Job Description

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

### 1. Purpose of Role:

To ensure the effective running of the Diocesan Office, Diocesan Committees and Synod, while supporting and enabling the Bishop and Dean to fulfil their responsibilities to the charges of the Diocese.

### 2. Key Responsibilities:

#### Supporting the Bishop and Dean of St Andrews

- Liaising with charges regarding appointment of incumbents and other clergy, including the advertising of posts and assisting with the recruitment and interview process
- Overseeing the PVG Disclosure and CCLI procedure required for all clergy holding the Bishop's Licence, Commission, Warrant or Permission to Officiate
- Acting as the Diocesan Child and Vulnerable Adults Protection Officer and liaising with the national Safeguarding office to ensure Diocesan compliance
- Maintaining up to date lists of those currently holding the Bishop's Licence, Commission, Warrant or PTO
- Supporting the Dean with the administration of the Diocesan Buildings Committee and all relevant documentation
- Planning and organising catering for a range of social events each year, such as the lunch for retired clergy
- Liaising with the Cathedral personnel when arranging Diocesan events at the Cathedral and attending these events.

#### Supporting the Diocesan Secretary

- Preparing papers for and organising the Diocesan Synod. Attending Synod and taking minutes and preparing and distributing as necessary

- Attending key Diocesan committees to take minutes, and preparing draft minutes and agendas and circulating papers as necessary
- Supporting Synod processes such as an episcopal vacancy

### 3. Supporting the Diocesan Administration

#### **Finance**

- Managing and dealing with day-to-day financial matters
- Administering the Bishop's Expenses account
- Administering the Bishop's Emergency account
- Liaising with the Diocesan Accountant on matters of finance, paying invoices and banking of funds coming into the office
- Liaising with the Diocesan Accountant and Vestry Treasurers regarding charges quota payments and information
- Liaising with the Auditor to go through administrative matters and to note all office equipment listed by the Auditors
- Managing Petty cash and Diocesan credit card accounts.

#### **Property Management**

- Liaising with DBC and Admin Board about upkeep and repairs to the Bishop's House and Croftcarnoch Cottage, and arranging payment of upkeep and repairs bills
- Make arrangements for convenient appointments for servicing and any work required
- Organising Insurance for the office, Bishop's House and Croftcarnoch
- Organising Trustees Indemnity Insurance.

#### **Communication**

- Maintaining the Diocesan website, and liaising with other media of communication
- Co-ordinating mailings to clergy and others in the Diocese
- Liaising with the SEC Communications Director concerning the press

#### 4. 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
- Liaising with IT consultants regarding computer and IT issues.
- Daily filing and overseeing the management of all paper and computerised filing systems
- Organising the archiving of papers as appropriate
- Ensuring that the office database is kept up to date
- Delegation to, and line management of, the Administrative Assistant and line management of the Bishop's Secretary

#### Qualifications / Experience

- Significant administrative experience in an office environment
- Finance management and bookkeeping
- Must be able to handle confidential information
- Experienced in dealing with people at all levels
- Ability to prioritise effectively
- Relevant IT knowledge

#### Knowledge, Skills, Attributes

- In sympathy with the vision, aims and objectives of the Scottish Episcopal Church
- 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
- Good interpersonal and diplomatic skills with the ability to deal with people from all walks of life with courtesy and on occasion appropriate firmness
- 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 calmly under pressure and meet deadlines
- Ability to work independently and as a member of a team
- Competent in use of Microsoft Office including Outlook, Word, Excel and PowerPoint
- Working knowledge of maintaining a database within an office environment
- Good literacy and numeracy skills