

## Job Description

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

### 1. Purpose of Role:

To provide confidential secretarial service to the Bishop, and a personal assistant service to the Dean 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.
- Assist the Bishop with various formal procedure, including:
  - Appointments and Resignations of clergy
  - Canon 31 (Marriage of divorced persons & same-sex marriage procedures)
  - Bishop's Licence, Commission, Warrant or Permission to Officiate.
- Oversee the organisation of Diocesan Events and communications, including:
  - Ordinations
  - Installation of new clergy
  - Confirmations
  - Bishop's Lent Appeal
  - Chrism Mass
  - Retired Clergy Lunch
  - *Ad Clerum* and Chapter and verse
- Organising all Bishop's and Dean's appointments and providing practical briefings about the arrangements made for all visits and meetings, including arranging hospitality for in-house meetings.
- Planning the Bishop and Dean's visits to charges and clergy and liaising with them.
- Collating all papers and making the logistical arrangements related to the Bishop's attendance at 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.
- Dealing promptly with all Bishop's incoming correspondence and drafting replies, including acknowledging receipt where required.
- Responding to invitations for the Bishop to attend civic events and meetings outside the Church.
- Receiving and dealing promptly 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
- Covering office administration when the Diocesan Administrator is on leave
- Briefing the Diocesan Administrator to cover your duties when you take leave

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

- Welcoming visitors and arranging catering as necessary
- Liaise with the Diocesan Administrator to ensure 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 minutes, including the Diocesan Environment Group, Mission Board and Communications Group

### 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, and ability to work with Microsoft Access and WordPress