

**Job Vacancy: Bishop's Secretary and Dean's PA**

**Location:** Diocesan Office, 28A Balhousie Street, Perth, PH1 5HJ

**Hours:** 20 hours per week (exact working pattern to be discussed,  
but to be worked over at least 4 days)

**Salary:** £27,000 FTE (£15,429 pro rata)



The Diocese of St Andrews, Dunkeld & Dunblane is seeking to appoint a Bishop's Secretary and Dean's PA to provide a personal assistant service and administrative support to the Bishop and the Dean.

The role holder should have strong people and communication skills and the ability to deal with confidential information with sensitivity. Accurate diary management is vital as is the ability to prioritise effectively. Flexibility to support the office needs and a proactive attitude will also be key skills.

A full job description is available on [www.standrews.anglican.org](http://www.standrews.anglican.org)

To apply, please send your CV and a cover letter detailing how your skills and experience make you suitable for this role to [recruitment@standrews.anglican.org](mailto:recruitment@standrews.anglican.org) by 21<sup>st</sup> November 2024.

Interviews are scheduled to take place in the Diocesan Office on 2<sup>nd</sup> December 2024.