



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth • sharing the story of Jesus • working for the
working for the common good • worship and witness • loving and serving our communities • journeying together • working for the com
unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

Executive Assistant and Administrator

Application Pack January 2024

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Introduction

Dear applicant

Thank you for your interest in our Executive Assistant and Administrator role with the Bath & Wells Diocesan Board of Finance (DBF). We are delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Contact details

For an information discussion about the role, please contact:

Peter Evans

Assistant Diocesan Secretary

Email: peter.evans@bathwells.anglican.org

Human Resources

Enita Andrews

Ph: 01749 685 113

Email: recruitment@bathwells.anglican.org

Applications

Applications must be received by **Monday 29 January 2024**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to recruitment@bathwells.anglican.org.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interview

Interviews will take place at Flourish House in Wells on **Monday 5 February 2024**.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



The Diocese of Bath and Wells

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 1,000,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

About the Role

Based in Wells, our Diocesan Board of Finance's (DBF) central services team aim to provide a first point of contact and act as a resource and information hub that serves the needs of our churches and communities. Our teams support mission and ministry, schools, communications, safeguarding, property, finance and more.

Executive Assistant

The Diocesan Secretary is the Chief Executive Officer of the Diocese. Advising the Diocesan Bishop, they ensure the smooth operational running of Diocesan Support Services. They also contribute to, co-ordinate, communicate and direct others involved with the implementation of Diocesan strategy and policy.

Along with other diocesan colleagues, the Diocesan Secretary (CEO) is also responsible for seeing that the vision, aspirations and values agreed are 'lived out'.

The Executive Assistant and Administrator will support the Diocesan Secretary (CEO) with PA, secretarial and administrative support as well as assisting with coordinating their busy schedule.

Secretariat Team

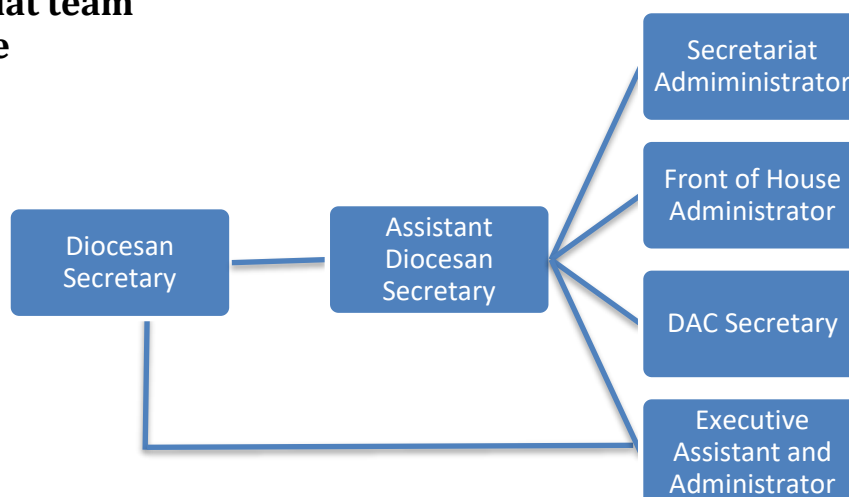
The Secretariat Team has a varied and interesting workload, working both internally across the breadth of the diocese and within the national church context, particularly regarding governance and synodical legislation.

The Executive Assistant and Administrator will provide administrative support to our Secretariat Team and for many of our governance and committee meetings, preparing the agenda and papers, and taking the minutes.

For more information about our structures, please visit our website

www.bathandwells.org.uk/who-we-are/

Secretariat team structure



Job Description

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| Post: | Executive Assistant and Administrator |
| Our vision for the Diocese: | In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus. |
| Overview: | The aim of the Secretariat Team is to serve the mission and ministry of the Diocese both at parochial and diocesan level by providing efficient and cost-effective professional support services. |
| Location: | Flourish House, Cathedral Park, Wells, Somerset BA5 1FD |
| Reporting to: | Diocesan Secretary (CEO) & Assistant Diocesan Secretary |
| Hours of work: | Full-time, 36 hours per week |
| Key relationships: | <ul style="list-style-type: none"> Diocesan Secretary (CEO) Assistant Diocesan Secretary Head of Finance and Operations Secretariat Administrator DBF Chair and other Chairs of Groups and Committees for which administrative support is provided Bishops' Office and Bishops' Staff Archdeacons and their assistants Staff within the Diocesan Office |

Main duties and responsibilities:

- To provide a full and efficient secretarial and administrative support to the Diocesan Secretary (CEO) including the management of their office, files and diaries, triaging of emails, moving standard items on, taking messages in their absence and/or consulting other senior staff as appropriate.
- Handling emails, correspondence, filing and telephone enquiries using expert knowledge, discretion and judgement and ensuring appropriate management systems are in place.
- Preparation and despatch of agenda, attendance at meeting and taking of minutes, with specific responsibility for:
 - Finance Group (6 per year)
 - Audit and Risk Management Group (4 per year)
 - Common Fund Committee (at least 3 per year)
 - Houses Committee (6 per year)
 - Investments Committee (4 per year)
 - Occasional other working groups for specific projects
 - Attendance at Diocesan Synod and assistance with arrangements (3 per year)
- Manual record keeping of committee papers and updating computer held records.
- Administrative support for meetings including booking rooms, arranging refreshments and ICT requirements. Maintaining the Central Services Zoom account.
- To hold the role of Contact Management System (CMS) Supervisor, including ad hoc updates and the annual update of parish officer details following Annual Parochial Church Meeting (APCM's). To provide 1-2-1 and small group training to diocesan staff and clergy as necessary. Responding to specific requests for recording of specific data and extraction of specific data.
- Ensuring Diocesan Board of Finance (DBF) documents are signed, sealed and delivered.
- To work closely with the Secretariat Administrator to provide cover and support as required e.g. organising front of house cover and downloading/distributing messages received on the diocese's general e-mail account.
- Liaising with the Bishops' Diary PA draw up the diocesan Calendar of Meetings on an annual basis and to update the calendar with changes.
- Updating retired clergy records. Printing biannual newsletter for retired clergy and preparation for despatch
- Updating and improving the relevant pages relating to Secretariat on the diocesan website.
- To act as a Go Bright (room booking) administrator.
- General assistance with Facilities Management including fire alarm testing, portering, room re-arrangement and other support for the smooth running of the Diocesan Office.
- To undertake other reasonable duties as may be required from time-to-time as requested by the Diocesan Secretary, including ad-hoc PA support for other senior managers

Person Specification

| Key Criteria | Essential | Desirable |
|--|---|---|
| Qualifications and Experience | <ul style="list-style-type: none"> • Educated to A-level or equivalent • Secretarial qualification or previous experience in a relevant role • Experience of working within a relational environment | <ul style="list-style-type: none"> • Knowledge of the Church of England |
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent interpersonal skills • Proficient use of Microsoft Office software • Ability to take accurate minutes • Be proactive with the ability to plan and prioritise work to meet deadlines • Ability to communicate in a clear and concise manner • Strong organisational skills • Team Working • Ability to work on own initiative as required | <ul style="list-style-type: none"> • Good knowledge of written English language and grammar and the ability to draft letters and proofread documents |
| Work-related Personal Qualities | <ul style="list-style-type: none"> • High levels of confidentiality & discretion • Sympathy with the vision, objectives and values of the Church of England | <ul style="list-style-type: none"> • Commitment to the Church of England |

Main terms and conditions

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| Hours of Work | Full-time, 36 hours per week Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. |
| Salary | £25,948 - £31,540 per annum per annum |
| Pension | Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| Holiday | 25 days per calendar year plus bank holidays (pro-rata for part-time staff) The holiday year runs from 1 January to 31 December. Additional discretionary days are given at Christmas and Easter. |
| Expenses | All reasonable working expenses will be met at the agreed Diocesan rates. |
| Probation | This post will be subject to a probationary period. |

