



Executive Assistant to the Diocesan Secretary & Chief Executive

Context

The Diocese of York consists of the three Archdeaconries of Cleveland, the East Riding and York. It stretches from the River Tees in the north to the River Humber in the south, and from the Yorkshire coast westwards approximately as far as the A1 Road. Its area (2,661 sq miles) is the second largest of the English dioceses.

The Diocesan Secretary manages the support and business functions of the Diocese as its Chief Executive Officer and provides strategic and operational support to the Archbishop, his staff, committees, synods and parishes to enable the development of the overall mission and life of the Diocese. The Executive Assistant to the Diocesan Secretary & Chief Executive therefore plays a key role in supporting the overall mission and life of the Diocese.

Primary Purpose of the Role

To support and enable the mission of the church in the Diocese of York by assisting the Chief Executive in his day-to-day work and performing a wide range of administrative and other support activities to facilitate the efficient operation of the Diocesan Support teams. This will include confidential executive-level support for the Chief Executive and other senior staff and office holders.

Key areas of Work

Executive Assistant to the Chief Executive

- To provide a discreet, courteous and efficient first point of contact for all communication with the Chief Executive, receiving and prioritising telephone calls, mail and emails, ensuring queries are dealt with efficiently, giving information, initiating action, drafting responses or redirecting/liasing with the Chief Executive as appropriate.
- To receive and welcome visitors in a hospitable manner.
- To maintain the Chief Executive's electronic diary, organising meetings and appointments on an annual/monthly/weekly/daily basis. This will on occasion include the co-ordination of travel and arrangements for specific events, for example booking suitable venues and catering, co-ordinating attendance and liaising with relevant parties.
- To maintain the Chief Executive's electronic and physical filing systems in line with the requirements of the Data Protection Act, including an effective 'bring forward' system for forthcoming meetings, ensuring that deadlines are adhered to and actions progressed as appropriate. Effective monitoring of the email inbox and development of an activity management system for national and local consultations/projects/actions.

- To support the Chief Executive in the appropriate dissemination of information to both staff and the wider diocese.
- To accurately research and prepare letters, presentations, reports and other correspondence to the highest standard and within agreed deadlines.
- To facilitate Directors' meetings, including arranging dates, agenda preparation and preparing minutes for circulation.
- To undertake project work and to represent the Chief Executive in meetings as required.
- Provide backup to the HR & Governance team in relation to the organisation of, meetings of the Agenda Committee, Archbishop's Council/DBF, Diocesan Synod and co-ordinating the Fixed Dates Calendar across the office.

Senior Staff support

- Subject to capacity, to provide support for the Director of Finance in relation to periodic tasks (e.g. Freewill Offer responses)
- To provide administrative backup for the HR & Governance and Safeguarding teams in respect of confidential minute taking and associated activities.

Office Management

- Responsibility for day-to-day operation of the Diocesan Office, including, but not limited to:
 - Responsibility for overseeing the smooth operation of the reception and general administrative functions.
 - In liaison with HR and departmental managers, coordinating the provision of absence cover for key administrative tasks.
 - Support the HR team with the onboarding process, providing new starters with access cards and access to relevant IT systems.
 - Responsibility for the oversight of office services including security, utilities, telecoms, cleaning, and waste disposal.
 - Responsibility for the provision and management of technical services, equipment and office furniture for Diocesan Office, including dealing with the various providers as necessary.
 - Net zero project
 - Operational health and safety including co-ordination of first-aiders, fire wardens, and mental health first-aiders.
- Responsibility for the development and maintenance of the Disaster Recovery Plan for Diocesan Office.
- Responsibility for the development and monitoring of the IT Policy for Diocesan Office.

Supervisory and Coordinating Activities

To be line manager to:

- Receptionist & Administrative Assistant
- Team Administrators and other staff as may be required from time to time by agreement with the Chief Executive

To provide oversight of and coordination for administrative activity across all diocesan teams and offices, including:

- Diocesan Office
- The offices of the Archdeacons
- The offices of the suffragan bishops

Liaising with line managers when necessary to ensure that an appropriate, efficient and cost-effective service is provided across the organisation, and that staff have appropriate access to information, resources and support to carry out their roles.

Confidentiality

This work will involve issues of a sensitive nature and access to confidential material. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.

Key Relationships

- YDLT (including the Suffragan Bishops, Archdeacons and operational Directors)
- PAs to the Bishops and Archdeacons
- Archbishop's Chaplain
- Bishopthorpe and Cathedral Staff
- DBF Managers including the Manager of Wydale Hall
- Chairs of Diocesan Synod and the Diocesan Board of Finance
- Parish Clergy and Church Officers

The post holder will play an important role in being the first point of contact for anyone contacting the Chief Executive, and as such will need to demonstrate the ability to relate to people across the whole social spectrum and to put people at their ease as well as the ability to show pastoral sensitivity and tact where appropriate.

Please note that this job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Knowledge and Experience</p>	<p>Experience of working at a senior level in a busy office environment (min of 2 years).</p> <p>High level of IT literacy, including Microsoft 365.</p> <p>Experience of handling highly sensitive, confidential data within the requirements of legislation.</p> <p>Experience of taking formal minutes (e.g. for Boards or Committees)</p>	<p>Experience of working as a PA.</p> <p>Demonstrable understanding of the organisation/culture of the Church of England/Dioceses.</p> <p>Experience of establishing constructive working relationships with a wide range of stakeholders at all levels.</p> <p>Experience of committee servicing.</p>
<p>Qualifications and Training</p>	<p>Graduate Level education or equivalent experience</p>	
<p>Skills and Abilities</p>	<p>High level of professionalism, initiative and independence, able to work independently and able to advise on sensitive issues.</p> <p>Excellent interpersonal and communication skills.</p> <p>Excellent organisational skills and attention to detail.</p> <p>Ability to take detailed and accurate notes in real time.</p> <p>The ability to prioritise the diverse elements of this role and work efficiently under pressure.</p>	<p>Ability to understand, use and where necessary translate the language and culture of the Church as appropriate to the circumstances.</p> <p>Leadership skills, able to motivate a team and manage performance.</p> <p>Problem solving skills.</p>
<p>Personal Qualities</p>	<p>Ability to relate to people across the whole social spectrum and put them at their ease.</p> <p>Ability to engender trust and demonstrate tact and diplomacy whilst maintaining confidentiality.</p> <p>Flexible, adaptable, approachable and supportive.</p>	
<p>Circumstances</p>	<p>Empathy with the Christian faith and a commitment to applying your professional knowledge with personal integrity to support the ministry and mission of the Diocese.</p> <p>Able to work flexibly within the requirements of the role, including being willing to attend meetings outside office hours (evenings and occasional Saturdays) and the ability to travel independently within the Diocese.</p>	<p>A practising Christian.</p>

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Diocesan Secretary & Chief Executive
Contract Term	This is a permanent appointment.
Probationary Period	Appointments are subject to a 6-month probationary period for staff new to the organisation
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible/hybrid working options are available)
Hours	The post is full-time. The post holder will be required from time to time to attend meetings outside normal working hours.
Salary	An appointment will be made at Grade 5. Starting salary will be in the range £32-34k, depending on experience.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme)
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of qualifying journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles). A copy of the expenses policy is available on request.

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and/or mediation if required.