

Role Title: Executive Assistant to the Diocesan Secretary

ROLE PURPOSE: to support Diocesan Secretary in all administrative areas

Accountabilities	Measures of success	What you need to know
<p>Reports to: Diocesan Secretary</p> <p>Stakeholders: including, but not confined to, Diocesan Office Heads of Department, Bishops’ Offices, Archdeacons’ Offices, Bishop’s Council, Diocesan Synod, colleagues</p> <p>Role description</p> <ul style="list-style-type: none"> • To support the administrative and operational functions of the Diocesan Office • Point of contact for Diocesan Secretary • To manage the Diocesan Secretary’s office, ensuring efficiency and the full range of secretarial and support services including Diocesan Secretary’s diary management, correspondence and administration; to arrange meetings, coordinate and preparation of meeting agenda and papers • To liaise with Bishops’ and Archdeacons’ offices, and with Ely Cathedral • To support the work of the Diocesan Synod, its Boards and Committees attending agenda planning meetings as required, booking venues for face to face meetings, event management, hospitality. • To manage the administration of Synodical elections, membership and committees - organising meetings, preparation and distribution of paperwork • To act as Clerk for Diocesan Synod and Bishop’s Council, plus sensitive and confidential meetings - preparation of agenda and papers, distribution and production of minutes • Line management of Administrative Assistant and Database Officer (team meetings, annual appraisals, performance reviews, day to day oversight of roles) • To analyse data, research for and prepare reports • To work closely with Diocesan HR consultants • To work closely with Diocesan GDPR consultants • To organise and administer all-staff events (Zooms, training, social) • To maintain confidential staff records on BrightHR (electronic staff management system) • To coordinate staff appraisals (annual and bi-annual) • To organise staff induction process for new staff members 	<ul style="list-style-type: none"> • Evidence • Strength of relationships • Stakeholder feedback • Achieving deadlines • Regular 1:1 discussions in addition to bi-annual appraisal • Contribution to the Diocesan team 	<p>Qualifications: A level or equivalent standard with good GCSE results in Maths and English</p> <p>Skills and experience <i>Essential:</i></p> <ul style="list-style-type: none"> • Several years of relevant senior administrative/secretarial experience • Ability to manage a complex workload with minimal supervision; multi-tasker with a “can do” approach • Ability to take initiative • A pro-active approach to problem solving • Ability to build and maintain relationships at all levels, internally and externally • Experience of handling strictly confidential information; discretion and sensitivity essential • Excellent interpersonal skills and the ability to deal with people at all levels • Advanced knowledge of and competency with Microsoft Office, electronic meetings (Zoom and Microsoft Teams) • Excellent planning and organising skills • Excellent verbal and written communication skills • Strong literacy and numeracy skills • Organised and methodical • Punctuality and reliability essential • Accuracy and attention to detail • Calm and professional disposition • Willing to accept responsibility and be front facing • Clean driving licence and access to own transport

<ul style="list-style-type: none"> • To prepare the Annual Calendar of Meetings, liaising with Bishop of Ely's office, Heads of Department and other staff • Maintaining public relations with key stakeholders, internal and external. <p>General Responsibilities:</p> <ul style="list-style-type: none"> • Required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be amended to meet the changing needs of the Diocese following appropriate consultation <p>Professional Development</p> <ul style="list-style-type: none"> • Undertake any necessary training to ensure continuing personal development • Participate in an annual review of performance • Maintaining professional and technical knowledge and keeping up to date with new and available technologies 		<p>Desirable:</p> <ul style="list-style-type: none"> • Experience in supporting and administering governing bodies • An understanding of, and an appreciation for, the Christian ethos and values • An understanding of the life and work of the Church of England • Degree or education beyond A levels or equivalent • Creative thinking and problem solving skills <p>Attributes and aptitudes</p> <p>Essential:</p> <ul style="list-style-type: none"> • Discreet, sensitive, tactful and confidential • Diplomatic and tactful • Understanding • Flexible (occasional work outside office hours) • Self motivated with minimal supervision (inc. working from home) • Ability to work to deadlines • Well developed decision making and problem solving skills <p>Personal attributes:</p> <ul style="list-style-type: none"> • Able to manage and motivate others • Discreet and able to hold information in confidence • Problem solving ability • Computer literate (Microsoft) and willingness to learn new systems • Organised and self sufficient • Excellent time management skills • Reliable and personable
		<p>How you act</p> <ul style="list-style-type: none"> • Work effectively and reliably • Take personal responsibility for your performance

		<ul style="list-style-type: none"> • Be an effective team member • Look for new ways of working effectively • Adapt positively to changing demands • Be constructive and flexible • Deal courteously and patiently with colleagues and others at all times
<p>Agreed by Job holder:</p> <p>Agreed by manager:</p> <p>Review date:</p>		