

APPLICATION PACK FOR THE POST OF PA TO THE BISHOP OF SHERBORNE

September 2019

Dear prospective applicant

Thank you very much for your interest in this important post. I hope that this letter and the attached information will help you understand a little about the diocese and what we are looking for.

The Anglican Diocese of Salisbury is the seventh largest in area in the Church of England, extending over 2000 square miles, with a population of about 880,000. Within this diocese there is wide diversity in geography between the many urban areas and the deeply rural ones. The diocese includes 95% of Dorset, 75% of the unitary authority of Wiltshire, Poole, 40% of Bournemouth, a small part of west Hampshire and one parish in Devon.

The Diocese has 454 parishes under the jurisdiction of the Bishop of Salisbury, assisted by the Bishop of Ramsbury and Bishop of Sherborne and the Archdeacons of Sarum, Wilts, Dorset and Sherborne.

For more information on the diocese of Salisbury, please visit our website at [Welcome — Diocese of Salisbury](#).

This vacancy is to support the Bishop of Sherborne in her responsibilities. Geographically this includes the Archdeaconries of Dorset and Sherborne across the county of Dorset. The position is becoming vacant as the Bishop of Sherborne's current PA is retiring at Christmas after 14 years' service. We hope to have a small handover period for the new post holder.

The PA to the Bishop, and Assistant PA to the Archdeacons are currently based at Corfe Mullen but are expecting to move in the near future to offices in the Blandford area. The proposed new area office will provide the opportunity for the PA to work in much closer proximity to the Bishop of Sherborne as well as providing a hub for meetings and occasional workspace for others in the diocese.

Below you will find the following information;

- Job description and person specification
- General terms of employment
- Application process

If you would like an informal chat about the role, please feel free to call the Bishop of Sherborne's current PA, Debbie Albery on 01202 659427 (Mon – Thurs) or email debbie.albery@salisbury.anglican.org

The Closing date for applications is **noon, Monday 30th September**. The interview date is Friday 11th October.

We look forward to hearing from you.

 **THE CHURCH
OF ENGLAND**

DIOCESE OF SALISBURY

JOB TITLE:	PA to the Bishop of Sherborne
LOCATION:	Sherborne Area Office (Corfe Mullen, then Blandford area)
NORMAL HOURS:	35 per week (full time)
GRADE:	6
DURATION:	Permanent
RESPONSIBLE TO:	Bishop of Sherborne
RESPONSIBLE FOR:	Assistant PA to the Archdeacons of Dorset and Sherborne

KEY PURPOSE To provide direct support services to the Bishop of Sherborne, and with the assistant secretary, the Archdeacons of Dorset and Sherborne, including oversight of the appointment process and to manage the efficient and effective operation of the Bishop's and Archdeacons' office at Stourpaine and to organise and manage events and meetings as appropriate, particularly for the Bishop.

KEY ROLES:

KEY ROLE A Provide direct support services to the Bishop of Sherborne

- A.1 Organise, coordinate and update the Bishop of Sherborne's diary in consultation with her.
 - A.1.1 Prioritise requests for engagements.
 - A.1.2 Arrange personal interviews, meetings, visits and services.
 - A.1.3 Liaise with the secretaries to Bishops of Salisbury and Ramsbury, to coordinate diaries.
- A.2 Provide administrative support to the Bishop, including help with correspondence, regular financial returns, maintenance of the project and discretionary fund.
- A.3 Take responsibility for supervising and monitoring the appointment process which includes filling parochial vacancies, co-ordinating processes leading to pastoral reorganisation, the arrival and departure of clergy, retirements and resignations.

KEY ROLE B Direct Support for local and Diocesan initiatives and projects as appropriate

- B.1 Support the work of the Bishop of Sherborne in her role as Bishop in Dorset, including any events she may arrange, new projects to be undertaken.
- B.2 Support the Bishop of Sherborne in her role as co-ordinator of Lay Ministry across the diocese and co-ordinator of Chaplains. This includes liaison regarding this work.

- B.3 Organise relevant local and diocesan training events, working groups and initiatives which involve the local Bishop and Archdeacons.

KEY ROLE C Ensure Effective and Efficient operation of the Corfe Mullen Office

- C.1 Manage the work of the Assistant PA to ensure that all administrative processes are carried out as effectively as possible.
- C.2 Oversee the work of the Assistant PA in the providing of administrative support.
- C.3 Act as liaison with South Canonry and the Ramsbury Area Office in co-ordinating diaries, processes and matters concerning the bishops.

KEY ROLE D Develop and Maintain Information networks

- D.1 Liaise with the Diocesan IT support team to ensure effective use of technology in the Sherborne Area Office and that provided for the Bishop of Sherborne.
- D.2 Attend regular diary meetings in Salisbury to ensure good communication between offices.

KEY ROLE E Joint responsibility with the Assistant PA to the Archdeacons

- E.1 Maintain systems for filing and retrieval of information.
- E.2 Handle communications including correspondence, emails and phone, liaising with clergy, churchwardens and others, deal with administrative queries.
- E.3 Attend regular team meetings
- E.4 Organise and coordinate meetings such as the Stewardship Group, training days and assist with conferences and events
- E.5 Prepare minutes and agendas for meetings
- E.6 Give secretarial/administrative support to Diocesan initiatives as agreed with the Deputy Diocesan Secretary and line manager
- E.7 Ensure effective coordination between the Sherborne Area Office, the Diocesan Bishop's Office, the Ramsbury Area Office, Church House and the Diocesan Education Centre.
- E.8 Provide mutual cover for absences.
- E.9 Contribute to the improvement of administrative processes
- E.10 Complete any such additional duties as may reasonably be requested by the Bishop of Sherborne.

PERSON SPECIFICATION

POST TITLE: PA to the Bishop of Sherborne	
POST GRADE 6	
<u>KNOWLEDGE</u> (including experience and qualifications)	ESSENTIAL/ DESIRABLE
Good general standard of education (including GCSE grade C or above for Maths and English)	E
Demonstrable experience of providing secretarial support for senior staff	E
Previous administrative experience of managing complex diaries	E
Previous administrative experience of complex administrative systems and record keeping	E
Experience of managing staff in a small office environment	D
Experience of managing and organising events	D
Understanding of the Church of England, including diocesan and parish structures (If no existing knowledge then willingness to learn is essential)	D
<u>SKILLS</u>	
Fully competent with Microsoft Office Package including Outlook, Word and Excel (Office 16 is the version currently in use in the Diocesan Offices)	E
Experience of working with data management systems	E
Experience of using mail merge	D
Excellent written and verbal communication skills	E
Minute and note taking skills	D
Budget management skills/booking experience	D
<u>ATTRIBUTES</u> (personal skills required for role)	
A self-starter who can manage and prioritise their own work and that of the office	E
Adaptable, working as part of team	E
Excellent interpersonal skills - able to communicate well to a wide range of people from all walks of life	E
Confident in making decisions when required	E
Tact and discretion – maintaining the confidential nature of sensitive information	E
An understanding of and empathy with the aims and ethos of the Church of England, and a desire to see the Church grow	E
Flexible – prepared to attend events outside normal working hours and weekends on occasions (on a time off in lieu basis)	E
Be prepared to travel in the diocese (mainly Dorset and Salisbury) on occasion.	E

GENERAL TERMS OF EMPLOYMENT

Employer	The Salisbury Diocesan Board of Finance.
Salary	£ 25,233 per annum, increasing to £26,123 upon successful completion of probation.
Pension	The Board offers a non- contributory pension scheme making a 15% pension contribution which may rise by a further 3% if matched by a 3% contribution from the employee.
Hours of Work	The normal hours of work will be 35 per week during normal office hours which are 0900 to 1700 Monday to Friday with an hour for lunch (times negotiable). There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours.
Holidays	The annual leave entitlement is 21 working days during a complete holiday year, increasing to 24 working days following one year's service. In addition to the statutory holidays, the office is closed for a further two days at Christmas and two days at Easter.
Probationary Period	There is a 6 month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment.
Location	Sherborne Area Office, currently Corfe Mullen, but moving to the Blandford area
Travel	You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale.
Car Loan	Car loan facilities are available through the Churches' Mutual Credit Union Ltd.

APPLICATION PROCESS

If you wish to apply for this post, please complete the Application Form and return it by **12 noon on Monday 30 September 2019** to Miriam Longfoot: miriam.longfoot@salisbury.anglican.org

If you would like an informal discussion or any further information about the post please contact the Bishop of Sherborne's current PA, Debbie Albery on 01202 659427 (Mon – Thurs) or email debbie.albery@salisbury.anglican.org

Interviews will take place at the Sherborne Area Office on Friday October 11th.