

APPLICATION PACK FOR THE POST OF SENIOR ADMINISTRATIVE SECRETARY TO THE BISHOP OF SHERBORNE

January 2021

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.

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 Senior Secretary to the Bishop and the PA to the Archdeacons are based in new offices at Ash Farm in Stourpaine, not far from the Bishop's house. The aim of this suite of offices and meeting rooms is to provide an administrative hub for Dorset, space for meetings and workspace facilities for others in the diocese. The offices reside in a courtyard of other (unconnected) business units.

The Area office employs two staff which includes this vacancy and the PA to the Archdeacons. The location of the office and the transient visits of other diocesan staff, clergy and others associated with the diocese, requires the office staff to be flexible to a variable working environment, and comfortable to work independently with minimal supervision.

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. 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](#).

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, the Rt Revd Karen Gorham on 01747 811960

- The Closing date for applications is **Friday 26th February at 12 noon**.
- The interview date is **Tuesday 9th March 2021**. (Interviews will be conducted in accordance with covid-19 restrictions in place at that time)

We look forward to hearing from you.

 **THE CHURCH
OF ENGLAND**

DIOCESE OF SALISBURY

JOB TITLE:	Senior Administrative Secretary to the Bishop of Sherborne
LOCATION:	Sherborne Area Office (Ash Farm Courtyard, Stourpaine)
NORMAL HOURS:	35 per week (full time)
GRADE:	6
DURATION:	Permanent
RESPONSIBLE TO:	Bishop of Sherborne
RESPONSIBLE FOR:	PA to the Archdeacons of Dorset and Sherborne

KEY PURPOSE To provide direct support services to the Bishop of Sherborne, and to work with the PA to the Archdeacons of Dorset and Sherborne to ensure the smooth running of the area office. This includes oversight of the appointment process, dealing with the authorisation of clergy, and 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 Provide administrative support to the Bishop, including help with correspondence, regular financial returns, maintenance of the project and discretionary fund and preparation of meeting papers.
- A.2 Co-ordinate and update the Bishop of Sherborne's diary in consultation with her.
 - A.2.1 Prioritise requests for engagements.
 - A.2.2 Arrange personal interviews, meetings, visits and services.
 - A.2.3 Liaise with the secretaries to Bishops of Salisbury and Ramsbury, to coordinate diaries.
- A.3 Managing the permission to officiate process for retired and other clergy, including checking safeguarding training, gaining references and issuing documentation on behalf of the Bishop
- A.4 Take responsibility for supervising and monitoring the appointment process which includes filling parochial vacancies, recruitment of clergy, 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 Sherborne Office

- C.1 Oversee the work of the Assistant PA in providing administrative support.
- C.2 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
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- D.1 Liaise with the Diocesan parish support team to ensure effective use of technology in the Sherborne Area Office and its further development and also 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 PA to the Archdeacons
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- E.1 Maintain systems for filing and retrieval of information, in liaison also with the Bishop of Salisbury's office.
- 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 Prepare agendas and take minutes for meetings.
- E.5 Ensure effective coordination between the Sherborne Area Office, the Diocesan Bishop's Office, the Ramsbury Area Office, Church House Salisbury, and the Diocesan Education Centre.
- E.6 Provide mutual cover for absences.
- E.7 Contribute to the improvement of administrative processes including the utilisation of appropriate IT.
- E.8 Complete any such additional duties as may reasonably be requested by the Bishop of Sherborne.

PERSON SPECIFICATION

POST TITLE: Senior Administrative Secretary 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 and Administrative support for senior staff	E
Previous administrative experience of managing a varied and complex workload	E
Previous administrative experience of record keeping and good organisation	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, PowerPoint and Excel	E
Experience of working with data management systems	E
Familiarity in working in a virtual environment using software such as Microsoft 365 and TEAMS, SharePoint, Zoom, webex, Skype etc	D
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)	
Self-starter who can manage and prioritise their own work and that of the office	E
The ability to work alone as well as part of a team	E
Adaptable and willing to understand the role of the Bishop and respond to her busy workload	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
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 0800 to 1600 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 this and the statutory and bank 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, Ash Farm Courtyard, Stourpaine
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 which can be found at <https://www.salisbury.anglican.org/whos-who/job-vacancies/lay> and return it to hradmin@salisbury.anglican.org by 12 noon on Friday 26th February 2021.

If you would like an informal discussion or any further information about the post please contact the Bishop of Sherborne 01747 811960 or email Karen.gorham@salisbury.anglican.org

Interviews will take place at the Sherborne Area Office on Tuesday 9th March 2021 (subject to covid-19 restrictions in place at that time).