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| **8Job Details** |
| Job Title | Executive Assistant |
| Grade | D (£28,694 – £32,465) |
| Location | Cardiff – The Bishop’s Office, Llandaff, CF5 2YE |
| Contract Type | Permanent |
| Working Hours | Full time (34.75 hours per week). Applications from candidates interested in alternative work patterns will be considered; however, business needs may place limitations on the arrangements offered. |

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| **Selection Process** |
| Closing Date | 18 November 2020 at 10:00 |
| Selection Process | Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment based on the requirements of the role.The selection process will be adjusted in line with the advice relating to COVID-19 at the time. It is likely that the selection process will take place, at least partly, through video technology.The successful candidate will be required to complete a satisfactory DBS check. |
| Contact Details | HR@cinw.org.uk / 029 2034 8240 |

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| **Job Purpose** |
| We have an exciting opportunity for an Executive Assistant to deliver a variety of operational services to support the Bishop of Llandaff as she leads the Diocese of Llandaff and fulfils her roles in the Church in Wales and beyond. The Church in Wales is the largest voluntary body in Wales with historic roots and an ambitious desire to relate to people of all faiths and none. The parish churches from Aberavon, Port Talbot and Neath through to the Valleys and urban life east of Cardiff belong in the Diocese of Llandaff. The Bishop leads a skilled senior team and the Diocese has approximately 130 people who support the Church’s mission and ministry through worship and community activities in buildings in every local community. The Bishop’s office is based in Llandaff but her role includes a wide portfolio of responsibilities, both civic and church related, and relationships with stakeholders and external partners are vital to her role.The Executive Assistant is a key role that will bring capacity and efficiency to manage the changing, demanding and complex workload of the Bishop. The Executive Assistant will work closely with the Bishop on all aspects of work, providing practical support, strong initiative and engagement in the matters competing for attention. The Executive Assistant will deliver operational services, including acting as a first point of contact, co-ordinating and supporting meetings, preparing briefings, processing correspondence and arranging logistics to ensure that the work of the Bishop is efficient, effective and responsive to changing requirements. |

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| **Reporting Structure** |
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| Reports to | Bishop of Llandaff |
| Responsible for | No direct reports |
| Primary Contacts: | The Bishop, Bishop’s Chaplain, the Senior Leadership Team including the Archdeacons, Diocesan Secretary and Chair of the Diocesan Board of Finance. |

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| **Main Duties and Responsibilities**  |
| * Provide practical and flexible support to ensure that the work of the Bishop is coordinated, efficient, effective and responsive to changing requirements.
* Effectively manage the Bishop’s diary and organise internal and external meetings and events – co-ordinate arrangements, avoid commitment clashes and ensure that the Bishop’s time is used efficiently and is not committed outside agreed parameters.
* Ensure that there is a rolling plan of regular meetings, special events and visits within the Diocese.
* Ensure that the Bishop is properly prepared in advance of meetings and other commitments with papers and, where necessary, briefing notes.
* Manage the main e-mail account for the Bishop:
* Promptly acknowledge and prioritise incoming correspondence.
* Bring matters to the attention of the Bishop as appropriate.
* Co-ordinate responses required from across the wider organisation.
* Provide responses in line with agreed reply-time targets.
* Ensure that those contacting the office by phone and e-mail feel that all their interactions are courteous, friendly and professional and their requests are processed promptly and redirected as appropriate.

* Draft correspondence, reports and minutes to Committee and Board level.
* Act as the first point of contact for correspondence and enquiries, manage and co-ordinate responses in a timely and professional manner, and ensure that all deadlines are met.
* Act as a first point of contact with other organisations, sometimes at a very senior level, and advise the Bishop accordingly.
* Make the necessary arrangements for travel, meetings, refreshments, and overnight stays, and support the planning of events as required.
* Ensure that visitors/guests meeting with the Bishop are assisted with travel arrangements, welcomed on arrival and offered hospitality.
* Ensure that expenses are properly recorded and submitted for processing.
* Maintain accurate and complete records which are suitably stored/shared, including clergy records and contact details.
* Maintain own professional development and stay up to date on regulatory changes and developments in best practice.
* Undertake any other duties as required commensurate with the role/grade.
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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:* Excellent interpersonal, verbal and written communication skills, and able to work as a first point of contact.
* Experience of engaging with and developing effective working relationships with a range of internal and external colleagues, stakeholders and suppliers.
* Strong organisational skills and attention to detail, forward-thinking and able to keep pace with multiple fast-moving topics.
* Experience of planning, prioritising and delivering work to a high standard and by the required deadline.
* Able to work well under pressure and work proactively and flexibly to manage competing priorities and continually improve processes.
* Able to co-ordinate (record, monitor and follow up on) various activities and ensure that inputs from others are requested, received and actioned.
* Good drafting skills and able to engage with complex and/or lengthy documents and correspondence and accurately highlight the key points and arguments.
* Demonstrable advanced level proficiency with Microsoft Outlook, Excel, PowerPoint and Word.
* Able to show discretion, maintain confidentiality (particularly in relation to highly sensitive information) and appropriately use own initiative and judgement to make decisions.
* Willing to do the seemingly small tasks which ensure that the work of the Bishop runs smoothly and that problems are promptly solved.
* An empathy with the mission and ministry of the Church in Wales.
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| **Desirable**:* Experience of working as an Executive Assistant or in a similar post.
* Experience of using SharePoint as a file repository system.
* An understanding of the purpose and structures of the Church in Wales.
* Welsh language skills/the ability to communicate in Welsh.
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| **Development Opportunities** |
| The Executive Assistant post offers the opportunity to develop a wide range of skills in an exciting time when the Diocese of Llandaff is making changes to better engage with today’s Welsh society. In addition to working closely with the Bishop there will be opportunities to work with a wide range of internal and external colleagues and stakeholders.  |