|  |  |
| --- | --- |
| **Job Details** | |
| Job Title | Personal Assistant to the Archbishop of Wales |
| Department | Bishops’ Support |
| Grade | C (£24,715 – £27,692) |
| Location | Bangor – Ty'r Esgob, Upper Garth Road, Bangor, Gwynedd, LL57 2SS |
| 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. |

|  |  |
| --- | --- |
| **Selection Process** | |
| Closing Date | 22 April |
| Interview Date  Selection Process | 4 May  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 | PeopleServices@cinw.org.uk / 029 2034 8240 |

|  |
| --- |
| **Job Purpose** |
| The PA delivers a variety of operational support services to enable the Archbishop of Wales to carry out his national responsibilities and those within the Diocese of Bangor.  As a key member of the team, the PA will provide administrative and operational support in relation to the Archbishop’s changing, demanding and complex workload. The PA will work closely with the Archbishop, his Chaplain, and others to provide practical support, good initiative and engagement in delivering a range of tasks.  The PA is the first point of contact, co-ordinating and supporting meetings, preparing briefings, processing correspondence and arranging logistics to ensure that the work of the Archbishop is efficient, effective and responsive to changing requirements. |

|  |  |
| --- | --- |
| **Reporting Structure and Primary Contacts** | |
| The Personal Assistant to the Archbishop of Wales will be responsible, for his/her day-to-day work to the Archbishop of Wales. For matters relating to employment, he/she will report to the Chief Executive of the Representative Body. | |
| Primary Contacts: | The Bishops of the Church in Wales and their offices (including PAs and Chaplains), the staff of the National Office in Cardiff, the Principal and staff of the St Padarn’s Institute, the Assistant Bishop in Bangor and the members of the Bishop’s Council.  The role will also include interaction with the clergy of the diocese (especially the Archdeacons, Area Deans and Ministry Area Leaders), the laity of the Diocese, the Diocesan office (especially the Diocesan Secretary and the Diocesan Communications Officer), Cathedral staff/volunteers, the Diocesan Registrar (the Bishop’s Legal Officer), the Bishop’s Officers for sector ministries, staff in the national office of the Church in Wales and the wider civic community and its leaders. |
| **Main Duties and Responsibilities** | |
| * Provide practical and flexible support to ensure that the work of the Archbishop is efficient and responsive to changing requirements. * Effectively manage the Archbishop’s diary and organise internal and external meetings and events, co-ordinate arrangements, avoid commitment clashes and ensure that the Archbishop’s time is efficiently used. * Ensure that the Archbishop is properly prepared in advance of meetings and other commitments with papers, briefing notes and talking points. * Manage the main e-mail account for the Archbishop: * Promptly acknowledge and prioritise incoming correspondence. * Bring matters to the attention of the Archbishop as appropriate. * Provide responses in line with agreed reply-time targets. * Manage and draft responses to correspondence received by post. * Ensure that all messages are recorded and passed on to the Archbishop. * Co-ordinate and make the arrangements for meetings for the Archbishop, take notes as required and ensure that agreed actions are recorded and completed. * Act as the first point of contact for correspondence and enquiries, and manage and co-ordinate responses in a timely and professional manner. * Ensure that those contacting the office feel that their contacts are courteous, friendly and professional. * Play a key role, with others, in the administration relating to ordinations, confirmations and other major services. * Support the appointment of clergy to the diocese including processing documentation and inductions, updating key contacts as required and managing the ongoing administration of DBS checks. * Maintain an up-to-date list of the Diocesan Clergy, including their personal and contact details. * Make the necessary arrangements for travel, meetings, refreshments and overnight stays, and support the planning of events as required. * Assist visitors/guests meeting with the Archbishop with travel arrangements, welcome them on arrival and offer hospitality.   Oversee expenditure, prepare the monthly expense account, submit payments/ expenses to the Finance team at the national office and order office supplies.   * Maintain accurate and complete hard-copy and electronic records which are suitably stored/shared. * Participate in all required training and review processes. * Maintain 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. | |

|  |
| --- |
| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Experience of working as a PA or in a similar post. * Ability to speak and write in English and Welsh fluently and accurately * 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 people. * Strong organisational skills and attentional 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, alone and with others, 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. * Able to show discretion, demonstrate trustworthiness, maintain confidentiality and appropriately use own initiative and judgement to make decisions. * Demonstrable ability with Microsoft Outlook, Excel, PowerPoint and Word. * Able to support financial processes and handle/balance bank accounts and financial reporting systems. * Willing to do the seemingly small tasks to ensure that the work of the Archbishop runs smoothly. * An empathy with the mission and ministry of the Church in Wales. |
| **Desirable**:   * Experience of using SharePoint as a file repository system. * Experience of audio typing. * An understanding of the purpose and structures of the Church in Wales. |

|  |
| --- |
| **Development Opportunities** |
| Working as the PA offers the opportunity to develop a range of skills at a time when the Church in Wales is seeking to better and more effectively engage with today’s Welsh society. There will be opportunities to work with a range of internal and external people and be involved in meetings and events. |