

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: Assistant Secretary - Bishops Office

PARISH: Cathedral House

RESPONSIBLE TO: The Bishop's Secretary

OVERALL PURPOSE OF JOB:

To assist the Bishop's secretary with providing office management and secretarial support to the Bishop.

MAIN RESPONSIBILITIES:

Secretarial/Administrative Duties:

- Receive calls of a varied nature and process by either dealing with them, passing on and/or finding out relevant information.
- Process postal mail and e-mails either by dealing with it personally, drafting replies for the Bishop where possible, placing it before The Bishop for his response or passing it to relevant person/department.
- Organise and maintain Bishop's diary.
- Take minutes for various meetings when requested by The Bishop.
- Keep financial records and accounts.
- Gather information and prepare draft for The Bishop's *Ad Clerum*.
- Ensure Bishop's Pastoral Letters are sent to clergy and posted on the diocesan website.
- Assist with Pastoral Visitation by:
 - Sending mail merged invitations to parishes due for The Bishop's Pastoral Visitation.
 - Liaising with Parish Priests to negotiate and book dates for Bishop's Pastoral Visitations.
 - Sending out relevant forms for completion; ensure their return and also that of proposed programme.
 - Inform Curial Departments of dates and parishes due for Pastoral Visitations for the year.
- Maintain Excel database of clergy and key contacts and Microsoft contact data for various clergy distribution lists.
- Maintain Carn database for clergy (dates of birth, dates of ordination, how long they have been in their parishes – used for planning clergy moves.)
- Liaise with Liturgy Office regarding Diocesan celebrations/events.
- Prepare, process and forward requests for Papal Honours to the Apostolic Nunciature.

- Liaise with Chancery to raise faculties for clergy.
- Organise special events/celebrations.
- Liaise with and give support to Vicar General where required.

Bishops Office:

- To make access to the Bishop's Office a pleasant and welcoming experience.

Any other reasonable duties as required.

Notes:

1. The post holder will be expected to produce work to a high standard and to promote quality at all times.
2. The post holder will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. The post holder will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If the post holder is a member of a professional/regulatory body they will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Bishop and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Assistant Secretary – Bishop’s office

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Secretarial/PA Qualifications e.g. diploma, City and Guilds etc.	✓	
A minimum of 5 Good GCSE’s particularly in core subjects i.e English/Maths .	✓	
Essential Skills/Attributes		
Have excellent telephone manner.	✓	
Have excellent verbal and written communication skills.	✓	
Have excellent word processing skills and experience of using MS Office programmes and other software packages.	✓	
Be competent in basic IT and computer programs, including email, internet, the Microsoft Office suite, data management programs, websites and social media.	✓	
Be able to develop good working relationships with departments, parishes and clergy.	✓	
Be reliable and have a willingness to embrace a variety of duties.	✓	
Be committed to finding solutions and disciplined with following up on outstanding queries.	✓	
Manage complex, sensitive and/or difficult issues	✓	
Be trustworthy and reliable, with an appreciation and understanding of maintaining the highest level of confidentiality.	✓	
Be Self-motivated and use own initiative.	✓	
Have excellent planning, time management and organisational skills	✓	
Be able to work with accuracy and attention to detail.	✓	
Be able to maintain a professional demeanor, good humor and cheerful disposition.	✓	
Ability to be discreet, diplomatic and tactful.	✓	
EXPERIENCE		
Have extensive PA or Senior Secretarial Experience	✓	
Ability to do shorthand and touch type		✓
Have a working knowledge of GDPR regulations		✓
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		

A willingness to undertake any necessary training on an ongoing basis, notwithstanding that that training may take place outside normal contracted hours and work location	✓	
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.		✓