











Sidebar navigation 

Personal Assistant to the Bishop of Penrith

 Post Reference:	cofe/TP/51/2024
 Number of Positions:	1
 Contract Type:	Permanent
 Salary/Stipend:	£24,353 (Pro rata)
 Working Hours:	20 hours per week
 Closing Date:	08/10/2019
 Region / Division:	National Church Institutions
 Post Category:	Administrative
 Organizational Unit:	Bishop's Office
 Location:	Kendal, Cumbria

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Overview

Reverend Dr Emma Ineson was consecrated as the Suffragan Bishop of Penrith in February 2019.

The suffragan post means that Bishop Emma assists the Bishop of Carlisle, who leads the Church of England in Cumbria.

As part of her role, Bishop Emma takes an important lead in the county's ecumenical vision and strategy God for All that: By 2020 every person in Cumbria of all ages and backgrounds will have an opportunity to discover more of God and God's purpose for their lives, so that they will discover more of Jesus and the Good News and become followers of Jesus within a Christian community.

Since its launch in 2015, God for All has seen the creation of more than 30 new mission communities across the county, with a renewed focus on developing new lay and ordained leaders to support our churches, setting up fresh expressions of church, reaching out and connecting with those people who have no faith and nurturing and growing disciples who already know Jesus in their lives.

Post Introduction

As Personal Assistant to the Bishop of Penrith, you will give vital personal support to the Bishop, ensuring a warm and generous welcome to all who come to see her.

You will have responsibility for a wide range of administrative and coordinating tasks, particularly in relation to the team that resources the Diocese's God for All vision and strategy.

Pro-active with good interpersonal skills and a high level of administrative competence, you will enjoy working as part of a team with a flexible approach to duties and working hours.

Working hours :20 hours per week

Base : The Bishop's Office, Kendal, Cumbria

Travel : To the Diocesan Office in Penrith and the Bishop of Carlisle Office in Keswick will occasionally be required

Closing date for applications: 8th October 2019 at noon

Interview date: 17th October 2019

Main Responsibilities

The Role:

- Responsible for diary management and ensuring the Bishop of Penrith is fully prepared for meetings, visits and services
- Taking a proactive approach towards managing the Bishop's diary and schedule, within the programme and priorities agreed
- Ensuring that good office systems are in place and developed to ensure maximum office efficiency and human warmth
- Assisting with correspondence
- Receiving and dealing efficiently with emails, letters and telephone calls
- Financial data entry - ensuring cheque entries, debit card payments, and direct debits are logged and reconciled on a regular basis
- In conjunction with the Bishop of Carlisle's office, to be responsible for the office accounts related to the Bishop's expenses and the quarterly returns to the Church Commissioners
- Attendance at meetings, special services and social events as agreed with the Bishop
- Ensuring that sensitive information is stored in a suitable, confidential manner and that all confidential matters are respected
- Arranging confirmations in conjunction with the Bishop of Carlisle's Office, and licensing dates for clergy in liaison with the relevant Archdeacon's office
- Responsible for ordering stationary, office materials and equipment
- Co-ordination of the activities of the God for All team, liaison with the Departmental Leads in that team and in particular the Programme Management Officer, oversight and monitoring of the God for All budget
- Liaison with the Diocesan Board of Finance in regards to the maintenance of the Bishop of Penrith's property

- Helping in the organising of events and assisting with hospitality
- General administrative duties – mailings, photocopying, filing etc.
- Making arrangements for the Bishop's travel both at home and abroad, buying rail and plane tickets when necessary
- Maintaining good working relationships with those who work in the Diocesan Offices, the Bishop of Carlisle's Office, the Cathedral, and the offices of the Bishop's Senior Staff
- Other duties broadly in line with these from time to time as instructed by the Bishop and those she nominates

The Ideal Candidate

The Requirements:

Essential

- A high standard of literacy and numeracy
- Excellent communication skills (verbal and written) including telephone skills
- Conversant with good practice in handling data (GDPR) and databases
- Competence in the use of all aspects of Microsoft Office including word processing, electronic communication, diary management, database management and spreadsheets;
- A high level of time management and organisational skill and the ability to coordinate and appropriately manage large amounts of personal information;
- The ability to maintain absolute confidentiality and to be courteous, friendly and discreet;
- The ability to work independently especially when the Bishop is out of the office;
- A flexible approach to duties and working hours including attending occasional evening/weekend functions;
- The ability to adapt to changing circumstances and to work on own initiative;
- Able to take initiative as well as work under direction
- Polite and warm to all comers
- Able to work well with others
- Commitment to a high standard of work at all times
- Able to plan and manage time well
- Have a 'can do' approach to tasks
- Sensitivity to Bishop's House also being the home for the Bishop and her family
- Willingness to travel and to meet with staff in the Bishop's and Diocesan offices from time to time
- Willingness to undertake training as required

Desirable

- Sympathy with the Christian faith, supportive of the work of the Church of England and the ability to share in the ethos of the Bishop's office and household.

About Us

The Church of England is committed to equality of opportunity for all. Our employees form one community using their diverse cultures and talents to serve the objectives and purposes of the Church of England.

We are committed to respecting the dignity and worth of each individual and fostering a climate of tolerance and diversity. These commitments are integral to our Christian ethos.

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