**Bishop’s Office Administrator: Recruitment Process and Timetable**

Closing Date: Noon, Thursday 12th August 2021

Interviews: Friday 27th August 2021

Start Date: to be agreed, but as soon as possible.

Application forms should be returned to:

humanresources@carlislediocese.org.uk

**Context and Background**

**The role of the Bishop’s Office**

The five staff in the Bishop’s Office (working full and part time) support the role of the Bishop within the diocese and county, as well as nationally. The person appointed will be joining a team of people working closely together in a busy environment. The office is based in Keswick next to St John’s Church. This post will be based three days a week in the Bishop’s Office and one day a week in Penrith at Diocesan Church House. There is a need to be able to work with both office teams and to make connections between the priorities of the diocese in both places. There are very good relationships between all those working in both offices, and the Bishop would seek to appoint someone who was friendly and engaging by nature and who would be willing to work in this busy but supportive environment.

**The Diocese of Carlisle**

The Diocese of Carlisle represents the Church of England across almost the whole of the county of Cumbria.

The Diocese was created nearly 900 years ago. It is made up of three "archdeaconry" units: Carlisle; Westmorland and Furness; and West Cumberland, with a total of 11 Deaneries. Around 150 stipendiary and self-supporting clergy minister in the Diocese along with over 100 licensed Readers and a growing number of commissioned Local Lay Ministers.

The Diocese is currently working with ecumenical partners to implement the shared Vision and Strategy “God for All”, see <http://www.godforall.org.uk/>

Within the Diocese there are 334 Churches in 275 parishes, serving a population of 499,000 people. The Diocese covers an area of over 2,500 square miles, including the Eden Valley and the beautiful Lake District National Park which contains England’s highest mountain - Scafell Pike - and deepest lake - Wastwater. Outside the urban centres at Carlisle and along the West Coast the Diocese is largely rural with a smattering of historic market towns such as Kendal, Penrith, Cockermouth and Appleby.

The Diocese owns and operates Rydal Hall, a residential conference centre and retreat house in the heart of the Lake District. Substantially refurbished in 2005/6, the Hall and its historic gardens are now financially self-sufficient, and support the mission of the Church by providing the venue for Diocesan training and events.

The Carlisle Diocesan Board of Finance (CDBF), which is a limited, charitable company, and provides the corporate, financial and administrative backbone of the Diocese, is based at Church House in Penrith. The CDBF has an annual turnover of around £8m, owns and manages around 150 diverse properties, has a range of investment assets worth over £20m including significant stakes in two Lake District hydro-electric plans, and, along with Rydal Hall Ltd, employs approximately 60 staff. The CDBF is also the custodian trustee for numerous Parochial Trusts with a value of £7m.

**ROLE DESCRIPTOR**

PART 1

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| JOB TITLE: Bishop’s Office Administrator |
| REPORTS TO: Bishop’s Chaplain |
| DEPARTMENT : Appointed by the Bishop, employed by the Church Commissioners |
| PURPOSE OF ROLE : To be responsible for the administration of clergy appointments and associated aspects of maintaining clergy information This is a Safety Critical Role: |
| KEY ACCOUNTABILITIES: 1. Working with the Registrar's Office, HR Team and Archdeacons' Secretary, to administer the process for clergy appointments, including preparing offer letters, Statements of Particulars, communication of movements, and ensuring that licences are correct and available.
2. To be responsible for DBS checks and keeping a safeguarding record for licenced Clergy and to oversee renewals of DBS for clergy and Readers.
3. To be responsible for clergy pay and grant payments, as well as removal costs.
4. To be responsible for the preparation of suspension letters, and church closures correspondence.
5. To be responsible for the development and maintenance of the Diocesan database ensuring the information is always up to date and accurate.
6. To assist the Diocesan Director of Ordinands with Ordination process in relation to roles 1-3 as above.
7. To assist with the correct documentation for Mission Communitiies, where appropriate.
8. To carry out any other duties as requested by the Bishop's PA, Secretary, Head of HR & Governance, Bishop's Chaplain and Diocesan Bishop.
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| NETWORK ( Key people with whom the role liaises and for what purpose )INTERNAL : Bishop’s House team, Head of HR & Governance, Bishop of Penrith PA, Archdeacon’s secretaries, Church house depts including but not limited to finance, property, pastoral, secretariat, communications. PTO officer, Warden of ReadersEXTERNAL : Publications for advertising |
| Authorised by Line Manager: Date:  |
| This Role Descriptor and associated statements has been fully explained to me. I understand and accept its content and my responsibilities. |
| Signature of post holder: Date: |

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| PERSON SPECIFICATION PART 2 |
| ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| *TECHNICAL COMPETENCE*  |
| **Technical Skills & Qualifications** |
| Good level of general education – proven experience in an office/administration environmentProven ability in the use of computer programmes, in particular Word, Excel, Access and Outlook.High standard of written English. | It would be helpful to have an understanding of the Church of England and the role of a Bishop. |
| **Knowledge and Experience** |
| Knowledge of office proceduresAbility to communicate confidently with individuals both within and outside the organisationAbility to work under pressure in a busy working environment and able to multi-taskAbility to deal with queries on own initiative and a willingness to accept responsibility. | It would be desirable to have sympathy for the ethos of the Christian faith. |
| *BEHAVIOURAL COMPETENCE*A positive and flexible approach to workAbility to use own initiative and manage time effectively to achieve deadlinesGood organisational skillsTact and discretion for dealing with sensitive and confidential informationProfessional, calm and efficient mannerGood communication and interpersonal skillsAdaptability, flexibility and ability to work as part of team Respect and facilitate the aims of the CharityAn interest in the Church of England and the Ecumenical County of Cumbria |