

## The Bishop of Derby's Office

### ADMINISTRATOR

The Bishop of Derby's Office has an exciting opportunity for an experienced Administrator. The role can be permanent full time (35hr pw) or part time (17.5hr pw) role and will report to the Bishop of Derby's Senior Executive Assistant (SEA). You will be joining a small and friendly team who value collaborative and supportive working. As a team our aims are to support the ministry of the Bishop of Derby and help the diocese achieve its Vision.

You will be joining at an exciting time with office renovation underway and new processes being evolved making work more streamline, consistent and efficient. There may be occasional home working involved but most of the working week will be based at the Duffield office next to the Bishop's House.

This role is ideal for someone who excels in delivering high admin standards and enjoys operating in an active, fast paced, and caring environment. The role is varied in tasks, and calls for someone who is mindful of confidentiality, sensitive to delicate matters of concern and has an eye for detail. You will be a point of contact for visitors and telephone enquiries so must reflect the offices welcome and accommodating attitude. You will play a key part in supporting the facilitation of the bishop's hospitality plans, including meetings with both internal and external visitor.

Your key function will be to support the Bishop's SEA and colleagues to ensure office processes are adhered to in an accurate and timely manner and your primary function will be performing key administrative tasks. There will be potential for you to hold projects and lead on areas of responsibility as identified once in post.

### JOB DESCRIPTION

The Administrator will work alongside the Bishop's Senior Executive Assistant, Administration and Operations Coordinator and Chaplain at the Bishop's Office, situated in Duffield. They will also work with the Bishop of Repton and their Personal Assistant and have regular contact with colleagues from the Diocesan Board of Finance based at Church House, Derby.

The purpose of the Administrators role is to carry out all administrative tasks as required in order to support the ministry of the Bishop of Derby and contribute to the effective workflow of their office. The role requires active communication skills and high levels of organisation, as well as experience with office equipment and Microsoft Office Suite.

*Line Manager:* Senior Executive Assistant.

*Place of Work:* The Bishop's Office, Duffield with some flexibility to work from home subject to prior agreement with the Bishop. **(Temporarily place of work will be situated at Derby Church House - until Jan 2026 – Free parking available).**

*Band:* 2

*Salary:* £24,837 per annum

*Hours:* Monday – Friday (Hours to be determined based on full or part-time position). Some occasional evening and weekend work may be required and claimed back in TOIL.

*Benefits:* We offer a unique environment with opportunities for continuous learning, generous annual leave for work life balance, and a leading package when it comes to our pension scheme. Full time holiday entitlement - 25 days plus statutory bank and public holidays. Medicash etc

*Expenses:* All reasonable working expenses will be met at the agreed Diocesan rates.

*Sickness/Absence:* Enhance sick pay in accordance with company policy.

*Termination: The appointment is subject to a six-month probation period and may be terminated by either party two weeks during probation or one month's notice once the probation is passed.*

## **PRINCIPAL DUTIES**

Main duties, supporting the office in:

1. Admin processes
2. Data processing
3. Office front of house
4. Office communications
5. Meetings and events support

Process Administration:

- Supporting the day-to-day administration tasks of the office.
- Supporting the licensing process and tracking, with particular focus on supporting the permission to officiate application process.
- Summarising and raising to the Bishop's SEA anything that requires theirs or the bishop's attention.
- Drafting and sending letters/emails in relation to ongoing regular tasks and projects.
- Sending of regular and mass mailings e.g., Prayer Cycle, Announcements, Invitations and Bishops' Annual mailings.
- Supporting meeting arrangements for the bishop and office staff.
- Working with the archdeacons PA's, bishop's PA and bishop's SEA to co-ordinate diaries as necessary.

Maintaining the office filing systems:

- Ensuring filing is up to date, ordered correctly and complete.
- Recording file sharing information.
- Supporting the Bishop's Chaplain with co-ordinated projects e.g., Grants and fundraising appeals.
- Maintain office archives.

Dealing with Bishop's Office visitors and enquiries, to include:

- Supporting the Administration and Operations Coordinator as required with visitors to the Bishop's Office.
- Answering Bishop's Office telephone calls.
- Respond to any queries/contact that comes into the Bishop's Office that is solely related to the administration of regular tasks/projects and signposting as required.
- Ensuring own email account is kept up to date.
- Monitoring and managing the office email account and post.
- Filing emails/letters relating to the ongoing regular projects.
- Flagging such matters from enquires for colleagues' attention within the Bishop's Office and the Diocesan Board of Finance's office as required.

Managing the Bishop of Derby's external communications, to include:

- Providing the Bishop's SEA regularly updates on all communication plans and flagging priority issues in a timely manner.
- Ensuring the bishop's social media platforms are up to date and have regular and appropriate posts.
- Connecting with people and organisations the bishop works with to develop suitably current communications.
- Working with the diocesan communications team to sync the promotion of projects and campaigns.
- Ensuring all content is compliant with the law, diocesan and Church of England policies.
- Appropriately managing messages and comments through the social media platforms.
- Ensuring the diocesan website is up to date on all matters relating to the bishops' and their office.

Supporting the Bishop's hospitality schedule:

- Supporting the Bishop's SEA with event and diary management.
- Providing hospitality support at Bishop's events.
- Developing and maintaining relationships with all levels of colleagues within the Diocese as well as third parties.
- Ensuring the tone of communication is correct as per the bishop's wishes.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree

on any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of the post. You will be consulted about any changes to your job description before these are implemented.

## **PERSON SPECIFICATION**

### **Skills / Aptitudes**

- Ability to work effectively on your own as well as committed team player.
- Proven administrative and computer literacy skills.
- A high level of IT knowledge – including experience of using Microsoft 365 programmes, One Drive and SharePoint.
- Experience of using standard office equipment such as photocopiers.
- Effective written and oral communication skills.
- Excellent organisational skills.
- Ability to work under pressure and to deadlines.
- Ability to handle sensitive information and maintain strict confidentiality.
- Able to demonstrate accuracy and attention to detail.
- A quick learner who engages in ensuring an understanding of relevant policies and procedures and the quality standards and outputs required.

### **Knowledge / Experience**

- Extensive administrative experience within an office environment.
- Experience in event and hospitality support.
- Experience in hospitality tasks.
- Experience of prioritising tasks and the need to be flexible.

### **Personal Attributes**

- Holding adaptability, flexibility, determination, and initiative.
- Punctual and organised.
- Multitasking capabilities.
- Comfortable taking instructions.
- Ability to interact sensitively with a diverse range of individuals.
- Willing to receive training as appropriate.
- Self-motivated and disciplined.

### **Education**

- Educated to A Level or equivalent, and/or proven administrative expertise through experience and CPD evidence.
- Good use of the English language, both oral and written, including grammar, spelling, and punctuation.

### **Additional Information**

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB2014 scheme.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join). Cover will be subject to any terms and conditions laid down by the insurance company.

As we are a member of the Armed Forces Covenant, we welcome applications from those who have served in our Armed Forces and their families.

We are committed to building a culturally diverse workforce. As part of this commitment, we welcome applications from people, regardless of their background. As a Disability Confident committed employer, it is important to note that there may be occasions where it is not practical or appropriate to interview all disabled applicants who meet the minimum criteria (Where applicable depending on post requirements) due to high volume. We limit the number of interviews conducted to five applicants per open post we advertise.



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