



Diocese of Edinburgh

Scottish Episcopal Church

EDINBURGH DIOCESAN OFFICE • 21A GROSVENOR CRESCENT EDINBURGH EH12 5EL

Administrative Assistant (Mission & Ministry)

18 hours per week (days & times negotiable)
Gross Salary (incremental) £7,984 per annum (£16,632 f.t.e.)
Includes a non-contributory pension.

We are seeking to appoint an Administrative Assistant to support the mission and ministry work in the Diocese of Edinburgh. You will work very closely with the Bishop's & Dean's PA and help to make sure both the Bishop and the Dean are able to use their time as efficiently as possible.

The Diocesan Office has a small and very friendly team of staff in a pleasant office very close to Haymarket. We are therefore very keen to get the right personality in the role to work within our team, as well as finding someone with the right skills. If you would like to discuss any aspects of the job before applying you are very welcome to ring Simon Filsell, Diocesan Administrator, on 0131 538 7033.



We are looking for someone with:

- A professional but pastoral approach to work
- Strong administrative and organisational abilities
- Ability to work independently and flexibly
- Good written verbal communication skills
- Computer skills – use of MS Office suite (or equivalent) to a basic level
- Prior experience in an administration role

All staff are fully supported and developed through our Annual Review process.

Deadline for applications: Sunday 9 June 2019

Interviews will be held towards the end of June (date tbc)

Download the application pack from <https://edinburgh.anglican.org/vacancies-2/>



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JOB TITLE: ADMINISTRATIVE ASSISTANT (MISSION & MINISTRY)

Responsible to: Diocesan Administrator

TERMS

Permanent Contract

18 hours per week (days & times negotiable). Holidays – 118 hrs per annum, including Public Holidays. Gross Salary (Scale Point 1.10 - incremental) £7,984 per annum (£16,632 f.t.e.). Includes a non-contributory pension.

JOB PURPOSE

To enable the central mission and ministry work of the diocese to be efficiently delivered and ensure key diocesan officers are able to fulfil the objectives of their own roles.

Objectives

To provide effective administrative support to the work of the Mission & Ministry Committee (DMMC) and its principal officers. To work closely with the Bishop's & Dean's PA.

Principal Responsibility Areas

- A Administrative support to the Mission & Ministry Committee
- B Administrative support to the officers responsible for mission, ministerial development and youth & children
- C Administrative support to the Bishop's & Dean's PA
- D Provide basic absence cover for the Bishop's & Dean's PA and, where required, other members of the Administration Team
- E Assisting with general office duties

Key Tasks

- A1. Assist with preparation and publication of the DMMC agendas and papers, and practical setup of the meetings.
- A2. Attend the 5 annual DMMC meetings and work with the Convenor to produce the minutes

- B1. Provide specific administrative support to the officers responsible for mission and ministerial development
- B2. Support the Youth & Children Officer when organising and booking youth and children's events
- C1. Work in collaboration with the Bishop's & Dean's PA in organising clergy/Lay Reader conferences and other events management
- C2. Work in collaboration with the Bishop's & Dean's PA during the clergy vacancy processes
- C3. Assist the Bishop's & Dean's PA in booking travel and accommodation etc. for visits undertaken by the Bishop and The Dean.
- D1. Working alongside the other Administrative Assistant (Finance & Management) to check emails and take messages for the Diocesan Administrator and Bishop's & Dean's PA during absences
- E1. Answer the phones, take messages, and greet visitors
- E2. Assist with printing and copying for clergy and charges

PERSON SPECIFICATION

Essential

- ✓ Professional but pastoral approach to work
- ✓ Strong administrative and organisational abilities
- ✓ Able to work independently and flexibly, as part of a small office team
- ✓ Good written verbal communication skills
- ✓ Computer skills – use of MS Office suite (or equivalent) to a basic level

Desirable

- ✓ Prior experience in an administration role
- ✓ Experience/understanding of a church/ecclesiastical context
- ✓ Ability to manage events/hospitality
- ✓ Knowledge of diary management
- ✓ Methodical and organised work ethic
- ✓ Proactive approach

CONFIDENTIAL



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Application form for the post of **ADMINISTRATIVE ASSISTANT (MISSION & MINISTRY)** in the Diocese of Edinburgh

We would be grateful if you could complete the form below and send/e-mail it to Simon Filsell, Diocesan Administrator,
Diocesan Office, 21A Grosvenor Crescent, Edinburgh EH12 5EL ● DioAdmin@dioceseofedinburgh.org

PERSONAL DETAILS

Full name	
Address	
Telephone number/s	
Email	

EMPLOYMENT RECORD

Current/most recent employment

Full time/part time	
Salary	
Period of notice	
Date appointed	
Leaving date, if applicable	

Main duties & responsibilities	
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Previous employment		
Employer	Position held, Duties and Responsibilities	Reason for leaving

QUALIFICATIONS

REFEREES

Please give the name, address, telephone number and position of two people, known to you in a professional capacity. One, at least, should be able to comment on your working competence, and if possible should be your current employer. If your application is short listed and, unless requested otherwise, these references will be requested prior to interview:

Additional information of relevance to this post in support of your application:

DECLARATIONS

Disabilities:

Do you have a disability which could affect your ability to do the job you have applied for?

Yes No If yes please give details or indicate what reasonable adjustments you may need:

Convictions:

Do you have any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974?

Yes No If yes please give details of offences(s) and sentences passed

Applications will be judged on the individual's ability to perform the duties of the post applied for, and convictions will only be taken into account if they are relevant to that type of work. For some posts a check with the Scottish Criminal Records Office will be made. Such a requirement will be clear in the documentation available to applicants.

Work permit:

Do you require a work permit? Yes No

Transport:

Do you have a clear driving licence? Yes No

Do you have regular/easy access to a car? Yes No

Declaration:

I certify that, to the best of my knowledge, the information given in this form is accurate and without omission.

Signed:

Date: