

Role Title: Executive Assistant to the Diocesan Secretary and Chief Executive Officer

ROLE PURPOSE: to provide executive assistance to the Diocesan Secretary and support the administrative and operational functions of the Ely Diocesan Board of Finance (EDBF)

Accountabilities	Measures of success	What you need to know
Reports to: Diocesan Secretary and Chief Executive Officer Line Management: Team of three administrative and reception staff Key Accountabilities Executive Office Management • Manage the Diocesan Secretary's office, providing comprehensive administrative support diary management, correspondence, meeting coordination, and stakeholder communications. • Coordinate diary management across senior leadership to ensure strategic alignment of meetings and events across the organisation. Diocesan Office Operations • Manage the day-to-day running of the Diocesan office, including administration and operational functions, and budgets within delegated authority. • Oversee office resources, equipment supplies, and facilities management including health and safety processes and compliance. • Ensure compliance with data protection legislation and maintain appropriate records and management systems. Governance Support • Act as Clerk for Diocesan Synod and Bishop's Council: prepare agendas and papers, produce minutes, manage venues and hospitality. • Support effective governance by maintaining statutory register, co-ordinating trustee training, and ensuring compliance with governance frameworks and Charity Commission requirements. • Serve as Elections Officer: manage the administration, monitor membership accuracy, and provide procedural guidance. Human Resources Coordination • Act as local HR contact and co-ordinate transactional HR support for 46 EDBF staff members. • Ensure safe recruitment and onboarding processes, co-ordinate annual appraisals, and maintain confidential staff records.	• Evidence • Strength of relationships • Stakeholder feedback • Achieving deadlines • Regular 1:1 discussions in addition to annual appraisal • Contribution to the Diocesan team	Qualifications (while formal qualifications are valued, we prioritise demonstrated capability and experience. Candidates should have either: • A level or equivalent qualifications, OR • A strong track record of progressive responsibility in executive support with evidence of the skills outlined in this job description Desirable: • Degree or education beyond A levels Experience Essential: • Demonstrable senior administrative experience • Line management experience • Handling strictly confidential information with discretion and sensitivity Desirable: • Supporting and administering governing bodies Skill Requirements Essential: • Ability to manage complex workloads with minimal supervision; multi-tasker with a "can do" approach • Proactive problem-solving and initiative-taking • Building and maintaining relationships at all levels, internally and externally • Excellent interpersonal skills with diplomacy and tact • Microsoft Office proficiency and competency with Zoom/Teams

• Review and update HR forms, processes, and policies in collaboration with Diocesan HR Consultants. • Provide induction sessions for all new staff members. Communications and Stakeholder Relations • Maintain effective working relationships with Bishops' and Archdeacons' offices, Ely Cathedral and wider diocesan members. • Provide regular communications to staff regarding processes, procedures and events. • Liaise with the Communications Consultant regarding website and intranet content. Safeguarding • The role holder will be expected to work within the policy and procedures of the relevant safeguarding policy. • The role holder will be required to attend relevant safeguarding training. General Requirements • All employees of the EDBF are required to adhere to company policies and procedures, including those relating to health and safety, GDPR, safeguarding, confidentiality, and security. Full compliance with all legal and regulatory requirements applicable to the role and the company's operations is expected. • Employees may be required to attend mandatory training in the course of their employment.	• Excellent planning, organising and time management skills • Strong verbal and written communication skills, including minute writing • High accuracy and attention to detail • Strong literacy and numeracy skills Desirable: • Understanding of and an appreciation for Christian ethos and values • Understanding of the Church of England's life and work • Creative thinking and problem-solving skills • Clean driving licence and access to own transport Personal Attributes Essential: • Discreet, sensitive, tactful and able to maintain confidentiality • Calm, professional, and diplomatic disposition • Self-motivated with well-developed decision-making abilities • Flexible and adaptable to changing demands • Able to manage and motivate others • Reliable, punctual and organised • Effective team member who takes personal responsibility Working Conditions • The normal working hours for the role is 35 hours per week, from Monday to Friday • Sometimes, with prior arrangement, evening and weekend work is required to clerk Diocesan Synod and Bishop's Council meetings • Flexibility to work outside standard office hours as needed
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		• Some home working with ability to work independently with minimal supervision
Agreed by Job holder: Agreed by manager: Review date:		