

<b>JOB TITLE:</b>	PA to the Bishop of Buckingham
<b>GRADE:</b>	Band M
<b>EMPLOYER:</b>	Oxford Diocesan Board of Finance
<b>DEPARTMENT:</b>	Buckingham Area Team
<b>LINE MANAGER:</b>	Bishop of Buckingham
<b>ACCOUNTABLE TO:</b>	Bishop of Buckingham
<b>RESPONSIBLE FOR:</b>	n/a
<b>LOCATION:</b>	Archdeacon's House, Ford Road, Stone, Aylesbury, HP17 8RZ
<b>JOB TERM:</b>	Permanent

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire, and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies, and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos, and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate, and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](http://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](http://oxford.anglican.org/annual-review)

## **JOB PURPOSE**

To provide a professional confidential PA, secretarial and administrative service to the Bishop of Buckingham who has primary responsibility for the oversight and pastoral care of clergy, and their parishes and congregations in Buckinghamshire, to oversee the work of the bishop's office and to support the work of the Buckingham Episcopal Area.

The area bishop leads the Buckingham Area Team and is a member of the Bishop of Oxford's Senior Staff Team.

## **PRINCIPAL ACCOUNTABILITIES**

<b>1.</b>	To provide professional confidential PA, secretarial and administrative support to the Bishop of Buckingham and oversee the work of the bishop's office.	<b>40%</b>
<b>2.</b>	To support the work of the Buckingham Episcopal Area by working collaboratively with others and in conjunction with the part-time Administrator.	<b>40%</b>

<b>3.</b>	To oversee day-to-day facilities requirements for Archdeacons House, and act as liaison between the Bishop of Buckingham and the Diocesan Facilities Management Team for agreed action.	<b>10%</b>
<b>4.</b>	To undertake wider administrative duties and responsibilities that support the interface between the Buckingham Episcopal Area and the Diocese of Oxford and their own professional development.	<b>10%</b>

*Note the percentages detailed above are approximate and may vary depending on the time of the year and priorities.*

## DUTIES AND RESPONSIBILITIES

### 1. To provide professional confidential PA, secretarial and administrative support to the Bishop of Buckingham and oversee the work of the bishop's office.

- To manage the Bishop of Buckingham's diary in support of all their area, diocesan and national responsibilities by dealing with emails, correspondence, messages and telephone calls on behalf of the bishop, liaising with them as appropriate, and where necessary signposting queries to the appropriate party.
- To advise the bishop of all appointments, ensuring meetings are entered in the diary in good time, with preparation time built in, arranging venues and liaising with participants, and ensuring all necessary papers are available for commitments and engagements in a timely manner. The postholder will ensure visitors are received and welcomed by providing appropriate refreshments. The postholder will occasionally organise larger functions hosted by the bishop liaising with caterers to provide hospitality.
- The postholder will also assist the bishop in arranging UK and overseas travel.
- To manage the bishop's expenses account which requires quarterly reporting of expenditure in line with agreed procedures, to the Church Commissioners. Returns and reports should be submitted accurately and on time.
- The Bishop's Discretionary Account and charitable float is managed by the Diocesan Finance Department and accessed at the request of the bishop.
- To co-ordinate and administer procedures for parish clergy vacancies including requesting Bishop-to-Bishop references, arranging for the preferred candidate to meet the bishop, drafting offer letters, and liaising with the Oxford Diocesan Registry to ensure all legal paperwork is in place for clergy licensing's.
- Oversee the processing of all aspects of clergy movement to and from the Buckingham Episcopal Area ensuring accurate updates in the Contact Management System and Oracle People System (feeding into the National Clergy Register), with support from the Administrator.
- Lead the planning and coordination of Collations/Institutions/Inductions/Licensing services whether in parishes or privately at Archdeacon's House, with support from the Administrator in managing arrangements and documentation.
- To co-ordinate with Archdeacon of Buckingham's office on Clergy Statement of Particulars (SOPs) and ensure clergy personal files are kept up to date with same.
- To manage all aspects of the bishop's official car lease.
- To act as a point of contact for enquiries, liaising with various departments and managing internal and external stakeholders in support of the bishop's work.

- 2. To support the work of the Buckingham Episcopal Area by working collaboratively with others and in conjunction with the part-time Administrator.**
  - To develop, administer and update confidential records compliant with Data Protection Legislation and the Church of England's internal processes for licensed clergy, lay ministers, ordinands and curates in the Archdeaconry of Buckingham, and to manage historic Deanery and Parish files, email folders/contact lists.
  - To maintain and update confidential Clergy/LLM/Ordinand personal files (502) and deanery/parish files.
  - To operate an effective 'bring forward' system ensuring information is readily available as reminders for appointments, processes and deadlines; and to maintain and update confidential records for all aspects of work.
- 3. To oversee day-to-day facilities requirements for Archdeacon's House, and act as liaison between the Bishop of Buckingham and the Diocesan Facilities Management Team for agreed action.**
  - To be responsible for key distribution and maintaining keyholder information, weekly fire alarm testing, and ensuring the last person in the building is aware of their responsibility to secure and alarm the building on leaving.
  - To manage internal and external requests for meeting room bookings, set up the rooms for video conferencing, and if required, organise hospitality.
  - To liaise with the Diocesan Building support services in relation to problems and issues with the building, and dealing with contractors, e.g. gardeners, cleaners, sanitary services, window cleaner and refuse collectors.
  - To monitor supplies of hospitality stock, including purchasing and arranging payments.
  - To keep the information board and the pamphlet/magazine rack updated weekly.
- 4. To undertake wider administrative duties and responsibilities that support the interface between the Buckingham Episcopal Area and the Diocese of Oxford and their own professional development.**
  - To liaise with central services of the Diocese of Oxford in relation to the Property, Communications, Finance, Human Resources and Safeguarding, Mission and Ministry departments, and Diocesan Registry functions.
  - To demonstrate in role the diocesan values of being more contemplative, compassionate and courageous.
  - To attend where possible occasional secretaries' meetings at Church House Kidlington and Bishop's PA's annual meetings at Lambeth Palace or other venues.
  - To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
  - Maintain up-to-date knowledge of technical competency areas.
  - Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
  - Participate in the ODBF performance management processes.
  - Comply and fully cooperate with ODBF policies including:
    - Health and safety
    - Dignity and respect in ministry and at work
    - Equality, diversity and inclusion
    - GDPR

- Safeguarding
- Carbon Confidence

## DIMENSIONS

- To be the first point of contact for the Buckingham Archdeaconry Team which includes 10 Deaneries, 95 Benefices, 275 Churches, 403 Churchwardens, 131 Stipendiary Clergy (plus 18 Curates in Training), 55 SSMs (including 16 Curates in Training), 118 LLMs, 21 Chaplains and 143 Retired Clergy/Others on Permission to Officiate.
- To be responsible for managing the Bishoprics Account for annual auditing by the Church Commissioners; bank reconciliation; banking monies received; making payments. Responsible for liaising with the Finance Department on Bishop's ODBF Discretionary Account requests and Charitable Float.
- To be the first point of contact for day-to-day facilities requirements for Archdeacons House, Stone, and act as the liaison between the Bishop of Buckingham and the Diocesan Facilities Management Team for decision-making and action.
- Supports communication and coordination with clergy, parishes, and trusts, as well as with Church House Oxford teams responsible for Payroll, Archdeacons' Commissaries, Buildings, HR, Safeguarding, and Finance.

## PLANNING & ORGANISATION

- Ensure the smooth running of the office with regard to the Bishop's requirements and that tasks allocated to others are completed
- To forward plan with the Bishop, the workload and ensure tasks are prioritised accordingly for the week ahead, ensuring all relevant paperwork is provided in advance of the commitment
- In conjunction with the Bishop, plan the year's events ahead in advance, ensuring that all big events throughout the year are scheduled with the appropriate plans in place, arranging hospitality for functions hosted by the Bishop of Buckingham.
- Plans and prioritises daily tasks in response to changing needs, demonstrating flexibility and problem-solving skills in consultation with the part-time Administrator.

## DECISIONS

- Prioritisation of own work and oversee that of the work for the Bishop
- Assessment of action required for incoming post, e-mails and telephone calls
- Dealing with problems and issues relating to areas of responsibility and deciding on action/ or when to escalate to the Bishop.
- To liaise and work in conjunction with the part-time Administrator on a daily basis.
- Determines appropriate responses to sensitive or confidential matters, maintaining discretion and professionalism.

## CONTACT WITH OTHERS

### Internal:

- Bishop of Oxford's office, Area Bishops, and their support staff
- Area Archdeacons and Associate Archdeacons and their support staff

- Administrator (part-time)
- Buckingham Area Team consisting of: Bishop of Buckingham, Archdeacon of Buckingham, Associate Archdeacon of Buckingham, Parish Development Advisor, Area Diocesan Director of Ordinands, Discipleship Enabler (Children, Young People and Families) and Area Safeguarding Adviser
- Bishop's Visitors (in relation to confidential support for clergy)
- Staff colleagues at Church House Oxford
- Sharp (our managed IT service provider)

**External:**

- Archbishops' offices
- Bishops' offices in other dioceses
- Archdeacons and Associate Archdeacon's offices in other dioceses
- Patrons
- Area/Rural Deans and Associates
- Deanery Synod Lay Chairs
- Clergy
- Churchwardens
- PCC representatives
- Parish Administrators and Treasurers
- Diocesan Registry
- Church Commissioners
- Educational bodies
- Ecumenical Leaders
- Other Faith Leaders
- Civic Leaders' offices
- Borough Council Representatives
- Voluntary and Community Organisations
- Thames Valley Police Representatives
- Members of the media
- Members of the public
- External contractors/suppliers/caterers/gardeners/cleaners

**PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

- Minimum three years proven experience in a PA or similar role supporting a senior manager.
- Excellent secretarial, administrative and organisational skills with high levels of accuracy.
- Excellent communication skills, written and verbal.
- Experience of high degree of accuracy in work with good attention to detail.
- Good working knowledge of Microsoft Office including Outlook, Word, Excel, One Drive, Teams, PowerPoint and Publisher, and working knowledge of using databases.
- Knowledge of office management systems and procedures.
- Ability to research, digest, analyse and present material clearly and concisely.
- Ability to maintain a high degree of confidentiality and discretion when dealing with sensitive and private matters.

- To have a friendly and efficient telephone manner.
- Ability to prioritise work and adhere to tight timescales with the initiative and flexibility to be able to respond to changing priorities.
- Ability to act on own initiative to make decisions within agreed guidelines.
- Ability to work effectively as part of a small team and work unsupervised.
- Ability to communicate confidently and compassionately with people at all levels and offer a hospitable welcome to all visitors and guests.
- Experience in handling bank accounts and simple bookkeeping practices with a high degree of accuracy.

#### **Desirable**

- Understanding of and empathy for the work of the Church of England.
- Previous experience working in the public sector, a charitable or statutory organisation.
- Previous experience in event management.
- Awareness of General Data Protection Regulations when processing personal data.

## GENERAL INFORMATION

Band	Salary Band M
Remuneration	<p>Salary £33,627.11 pro-rata per annum (£31,809.23 actual – 0.94594FTE)</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>The role is for <b>35 hours per week</b>, Monday to Friday. The exact days and times will be agreed with the line manager.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required, for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Buckingham Area Office, Archdeacon's House, Ford Road, Stone, Aylesbury, Bucks, HP17 8RZ
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be found on the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf">https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf</a></p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions by reducing your tax and national insurance payments.</p>

Probation period	6 months, during which time progress is regularly reviewed, and the period may be extended.
Notice period	During probation, one month and thereafter, three months from either side or the statutory minimum (whichever is greater).

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability, and teamwork is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding, and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Review Date:** End of probationary period

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_