

Peterborough Diocese

JOB DESCRIPTION

Job title: Personal Assistant to the Bishop of Brixworth

Main purpose of job:

To provide high-quality executive and administrative support that enables the Bishop of Brixworth to work effectively across parish life, diocesan governance, clergy and lay leadership, and key areas of episcopal responsibility. The role supports the bishop through careful diary and meeting coordination, clear communication, reliable action tracking, effective information management and timely, appropriate follow-up.

The role exists to create capacity and continuity: it helps ensure parish enquiries, church visits, vacancy and recruitment processes, line management administration, ordinand support and the bishop's education responsibilities are coordinated sensitively, accurately and in ways that reduce friction, prevent dropped actions and keep information accessible.

Department: Bishop's Office

Location/Branch: Bouverie Court (The Lakes, Great Houghton, Northampton, NN47YD), with flexibility for home working by agreement and occasional travel across the Diocese

Position reports to: Bishop of Brixworth (Full Time)

Position is responsible for: No direct line management responsibility

30 hours per week

Salary - Band 4 point 1

Main duties

1) Executive support for the bishop (core)

- Diary management and scheduling, anticipating pinch points and ensuring appropriate preparation time.
- Coordinate meetings across internal and external stakeholders.
- Prepare briefings, papers, and meeting packs where required.
- Track actions, decisions, and follow-ups, including chasing responses and maintaining an accessible action log.
- Handle sensitive and confidential correspondence with good judgement.

- Work with PAs to the archdeacons, Bishop of Peterborough and other senior staff to coordinate leave cover and maintain stable workflows.

2) *Parish support and triage*

- Triage incoming contacts from parishes, clergy, and lay leaders, routing promptly to the right person or process (Archdeacons, Registry, Finance, Safeguarding, Buildings, Education Mission & Ministry officers/teams).
- Maintain clear signposting resources: FAQs, “who to contact”, standard templates, and process checklists.

3) *Church visits*

- Coordinating church visits for e.g. Confirmation, Clergy Licensing, in liaison with parishes and PAs to the archdeacons and Bishop of Peterborough.
- Assemble prepared packs to equip the bishop for his visits.
- Track follow-up actions and ensure records are updated consistently.
- Maintain an audit-friendly archive of key documentation and outcomes.

4) *Systems and information management (practical, sustainable)*

- Help establish and maintain information architecture on the diocesan platform (Teams/SharePoint): structure, permissions, naming conventions, version control, and archiving.
- Ensure that information is not stored only in personal accounts and remains accessible to the organisation.

5) *Support for those line managed by the bishop*

- Provide practical administrative support for colleagues line managed by the bishop, including coordinating annual leave requests, recording approvals and ensuring diary implications are managed well.
- Schedule and support regular 1:1 appointments, ensuring meetings are planned, confirmed and followed up appropriately.
- Use Breathe software to support accurate people administration, including maintaining relevant records and prompting timely action where needed.

6) *Support for the bishop's role as Sponsoring Bishop for ordinands*

- Support the bishop in his role as Sponsoring Bishop for ordinands by coordinating meetings, correspondence, papers and follow-up actions.
- Maintain clear and confidential records relating to ordinands, ensuring key dates, decisions and communications are accurately tracked.
- Liaise sensitively with ordinands, training institutions and diocesan colleagues to support timely communication and good pastoral administration.

7) *Support for the bishop's role as Chair of Peterborough Diocese Board of Education*

- Provide administrative and diary support for the bishop's responsibilities as Chair of Peterborough Diocese Board of Education.
- Coordinate papers, briefings, meeting arrangements and follow-up actions in liaison with education colleagues and relevant governance structures.
- Ensure records, decisions and actions relating to this role are handled accurately, confidentially and in line with diocesan processes.

Safeguarding

The postholder is expected to work within diocesan safeguarding policy and procedures and attend relevant safeguarding training. The postholder must adhere to Diocesan and Church of England policies on GDPR, confidentiality, information security, and health and safety.

General Requirements

All employees 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.

PERSON SPECIFICATION

Qualifications

While formal qualifications are valued, we prioritise demonstrated capability, sound judgement and relevant experience in a busy senior support role.

Criteria	Essential	Desirable	Assessed at
A level/equivalent qualifications, or demonstrable experience in senior administrative or executive support.	Yes		Application
Further education, relevant professional training, or a qualification in administration, business support or project coordination.		Yes	Application

Knowledge and Experience

Criteria	Essential	Desirable	Assessed at
Demonstrable experience of providing senior administrative or executive support, including complex diary management, meeting coordination,	Yes		Application/ Interview

correspondence and preparation of papers.			
Proven ability to manage competing priorities, track actions across multiple workstreams and follow through reliably without close supervision.	Yes		Application/ Interview
Confident using Microsoft 365 tools, including Outlook, Teams, SharePoint, Word and Excel, and able to learn new systems quickly.	Yes		Application/ Interview
Experience supporting projects, programmes or governance cycles, including meeting cadence, action logs, progress tracking and follow-up.		Yes	Application/ Interview
Experience of finance administration, people administration systems or Breathe HR software.		Yes	Application
Experience of working in a church, charity, public sector or volunteer-led setting.		Yes	Application

Skills and Abilities

Criteria	Essential	Desirable	Assessed at
Communicates clearly, warmly and appropriately in writing and in person, adapting tone for different audiences.	Yes		Application/ Interview
Builds trusted working relationships with clergy, lay leaders, colleagues and external partners, using diplomacy, tact and appropriate assertiveness.	Yes		Application/ Interview
Handles sensitive and confidential information with discretion, sound judgement and accuracy.	Yes		Application/ Interview
Proactive problem solver who can spot friction points, improve processes and keep information organised and accessible.	Yes		Application/ Interview

Able to travel to diocesan offices, parishes and other locations as required for the role, with access to suitable transport or arrangements that enable this.	Yes		Application/ Interview
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Personal Qualities

Criteria	Essential	Desirable	Assessed at
Professional, reliable and calm under pressure, with a practical service-minded approach.	Yes		Application/ Interview
Positive and collaborative working style, with a commitment to inclusive and respectful working practices.	Yes		Application/ Interview
Alignment with the DBF's values and an understanding of the need to support the ministry and mission of the Diocese with care and sensitivity.	Yes		Interview

FURTHER DETAILS

Location: Bouverie Court (The Lakes, Great Houghton, Northampton, NN47YD), with flexibility for home working by agreement, with an expectation of being present for key meetings and to support coordination across offices.

Hours: 30 hrs - Occasional work outside standard hours may be needed, with time off in lieu by agreement.

Holidays: 25 days per annum

Pension: 10% employer non-contributory pension

Probationary Period: 6 months

Safeguarding (if applicable): Enhanced DBS check plus Basic, Foundation and Domestic Abuse awareness training.