

SCOTTISH EPISCOPAL INSTITUTE

Personal Assistant to the Principal and Administrative Assistant to the PDO

JOB DESCRIPTION

The role involves the provision of support and services to the Principal of the Scottish Episcopal Institute (SEI) and the Provincial Director of Ordinands (PDO). The Personal Assistant to the Principal and Administrative Assistant PDO will assist them to make the best use of their time by dealing with secretarial, diary, correspondence and administrative tasks. The role will be line managed by the Principal and will provide an agreed number of hours per week in support of the Principal and the PDO.

Responsible to:

The Principal (and PDO for secondary administrative role).

Duties:

1. To organise the Principal's diary around:
 - Residentials for Initial Ministerial Education (IME) and Continuing Ministerial (CMD) events, lay-learning initiatives and lecturing;
 - Travel within and outwith the Province representing SEI;
 - College of Bishops, SEI Council, Management Committee (Board of Studies) and other commitments during the calendar and academic years;
2. To organise SEI's residential bookings, appraisal conferences, student meetings for IME and CMD events:
 - Booking of accommodation for residentials (students and staff), in-house training days and appraisals (students and staff);
 - Undertaking all necessary mailings for residential weekends or meetings;
 - Preparation of all necessary support documentation for such meetings including QR codes, spreadsheets, attachments, including those with presentation software etc.
3. To undertake general secretarial duties for the Principal and PDO including the production and posting of letters, emails and materials as required, as well as co-ordinating their correspondence.
4. To undertake routine financial and budgetary tasks for the Principal and PDO including the organising of expense-claim forms.
5. To support the Principal in their role as Executive Secretary to the SEI Council.

6. Support production and retention of documentation around the Principal's line-management of SEI staff, especially regarding annual Staff Development Reviews (SDR).
7. To provide administrative support to the PDO in relation to provincial processes for recruitment and selection, including:
 - the practical arrangements for selection panels and conferences, liaison with candidates and selectors and the processing of related documentation;
 - the maintenance of files and records as necessary;
 - the practical arrangements for training events for Scottish Episcopal Church staff and others in relation to recruitment and selection matters.
8. To carry out such other any other duties as required by the Principal.

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PERSON SPECIFICATION

The candidate for the post will have drive and enthusiasm and be able to work to a significant extent on their own initiative. Qualities that are sought in the candidate include:

- (a) Good self-management, decision-making, administrative and organisational skills; a logical, systematic and innovative approach to challenges and opportunities.
- (b) Well-developed inter-personal skills and the ability to deal sensitively and effectively with people at all levels.
- (c) Good communication skills (both written and oral).
- (d) An ability to take initiative and work independently within agreed parameters.
- (e) An ability to create and sustain productive, long-term working relationships.
- (f) Experience in the use and application of information and communications technology including QR codes, spreadsheets, databases, word processing, presentations, desktop publishing, internet, Doodle polls and other commonly used IT applications within an office environment via Microsoft Office including email and an eagerness to keep up to date and develop IT skills as needed for application in the workplace.
- (g) Good keyboard skills with attention to detail and accuracy.
- (h) Good diary management skills.
- (i) An understanding of the importance of personal data management and protection.
- (j) A supportive approach to assisting the Scottish Episcopal Church in its mission and ministry and an awareness of its culture as a voluntary organisation.

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Outline Conditions of Service

Part-time — 20 hours per week

1 Salary

The salary range will be £24,819 – £28,404 per annum (FTE). Placing within the range will be in accordance with relevant experience.

2 Holidays

The pro rata equivalent of 28 working days leave per year and seven statutory holidays. Three days leave require to be taken between Christmas and New Year.

3 Sick Pay Scheme

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

4 Pension Scheme

Employees are eligible to join a non-contributory defined benefit Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer. There is also a Death in Service Benefit.

5 Period of Employment

Following satisfactory completion of a six-month probationary period, during which a four-week notice period applies (otherwise than in the event of gross misconduct), three months' notice on either side will apply.

6 Retirement

There is no compulsory retirement age applicable to the post.

7 Allowances

Actual expenses incurred while engaged on SEI business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile).

8 Hours of duty

20 hours per week, 9.00am to 1pm Monday to Friday. There may be occasions when it is not possible to confine working hours to these times and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain, but a flexi-time system operates allowing for some appropriate time off in lieu.

9 Location

Hybrid working with flexibility on home and office working may be possible, given the dispersed nature of SEI's staff and current working practices, at the Principal's discretion.