

The Diocese of Brechin – Vacancy for Bishop’s PA and Administrator

Location: Primarily based in St Paul’s Cathedral, Dundee (with flexibility for home working)

Hours: 20 hours per week (5 mornings assumed, with possible flexibility)

Contract: Permanent

Salary: £16,500 per year, reviewed annually in November.

Job Description: The Bishop’s PA and Administrator provides personal and administrative support to the Bishop and trustees, ensuring efficient operation of diocesan administration, communication and governance. Reports to the Bishop.

Key Responsibilities

- Provide confidential and efficient administrative support to the Bishop.
- Manage the Bishop’s diary, appointments, correspondence and general communications.
- Act as a first point of contact for enquiries to the Bishop, responding appropriately and professionally.
- Draft, format and circulate letters, emails, agendas, minutes and other documents as required.
- Organise meetings, visits and events, including preparation of meeting papers, attending some meetings as minute taker and following up on actions.
- Maintain accurate administrative records and filing systems, both paper-based and digital.
- Support the co-ordination of centrally coordinated diocesan activities (such as Diocesan Council and Diocesan Synod) and communications.

Outline Terms and Conditions

- This is a permanent part-time post of 20 hours per week.
- Six-month probationary period.
- Additional overtime hours may be required and will be compensated through time off in lieu or overtime payment.
- Membership of an appropriate pension scheme will be offered.
- The post is subject to a successful basic Disclosure Scotland criminal record check.

Person Specification

Work Experience

- Providing administrative or personal assistant support in an office environment.
- Managing office diaries and correspondence.
- Organising meetings, drafting accurate minutes, managing actions.
- Handling confidential and sensitive information with discretion.
- Using digital tools and office systems effectively.

Knowledge and Skills

- Strong organisational and time management skills.
- Excellent written and verbal communication skills.
- Ability to prioritise workload and work with minimal supervision.
- Microsoft 365 and Exchange for office work.

Personal Attributes

- Good interpersonal skills, with the ability to relate well to a wide range of people.
- Professional, tactful and confidential.
- Reliable, flexible and well organised.
- Able to work collaboratively while also managing work independently.
- Willingness to support new ways of working and adapt to changing priorities.
- Commitment to high standards of service and administration.

Desirable Experiences

- Experience of working in a church, charity or voluntary sector setting.
- Understanding of the structure and life of the Scottish Episcopal Church or similar church context.
- Experience of supporting a senior leader or office-holder.
- Familiarity with data protection requirements and good information governance practice.
- Experience of helping develop or improve administrative systems and processes.