

BRISTOL CATHEDRAL

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job title | Admin Assistant |
| Reporting to | Operations & HR Manager |
| Reportees | n/a |
| Full Time/Part Time (hours) | 22.5hrs per week (0.6 FTE). This is a fixed term contract until 31 st Dec 2024, with the possibility of extending into a full-time permanent contract. |
| Salary | £14,067 (£23,445 FTE) in line with the Real Living Wage. |

Overall purpose of post

The Admin Assistant will provide vital support to the Operations department to ensure Bristol Cathedral fulfils its mission. The postholder will be working closely with the Operations & HR Manager and Assistant Finance Manager to provide a solid foundation for all areas of Cathedral life. This will be an interesting and varied role with opportunities to get involved in a wide range of Cathedral functions. We are not looking for an expert in any one area, but an all-rounder with excellent organisational skills and the ability to pick things up quickly.

Context in which Cathedral jobs are carried out

Bristol is the largest city in the South West and the Cathedral is set on College Green, at the centre of this modern, vibrant and diverse city. The city has much to celebrate and enjoy – with a vigorous business and cultural life and a strong festival tradition. Originally a trading and merchant port it has become a centre for financial and business services, creative industries, distribution and retail. The population is increasingly young and there is a strong BME population. The Cathedral has been a Christian presence in the city for nearly 900 years and is part of the wider Diocese of Bristol which extends from Swindon through South Gloucestershire and North Wiltshire. We want to reach out to the whole city and make people welcome.

We are open every day of the year, host at least 3 services of worship, alongside a wide and varied programme of events and activities, and welcome over 350,000 visitors each year. See www.bristol-cathedral.co.uk for more information.

| Responsibilities and accountabilities | Nature and scope of role |
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| HR | <p>Work with the Operations & HR Manager to:</p> <ul style="list-style-type: none"> • Provide administrative support to the HR function of the Cathedral, including recruitment and exit processes, record keeping and policies. • Maintain data on our online HR software (SafeHR). • Contribute to the ongoing improvement of HR processes. • Ensure safer recruitment processes are followed consistently. |
| IT & Systems | <p>Work with the Operations & HR Manager to:</p> <ul style="list-style-type: none"> • Maintain the Cathedral database (ChurchSuite), ensuring data is kept up to date and stored appropriately. • Support the wider team to use ChurchSuite functionality effectively in their day-to-day work. • Ensure the Cathedral's compliance with key policies such as GDPR, safeguarding and health and safety. |
| Finance | <p>Under the guidance of the Assistant Finance Manager, carry out a range of finance functions. This may include:</p> <ul style="list-style-type: none"> • On Mondays, count, reconcile and arrange banking of the week's cash income with the support of a volunteer. • Processing invoices • Compiling payment runs. • Inputting Gift Aid information into ChurchSuite. • Assisting with audit preparation work as required. • Maintaining a high standard of filing and record keeping for finance matters. |
| General | <ul style="list-style-type: none"> • Act as an initial point of contact for external enquiries, including phone, email and walk-in. • Ensure there are sufficient supplies and equipment for staff to be able to complete their jobs effectively. • Take minutes at Committee meetings. • Provide administrative support to the Friends of Bristol Cathedral. |

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| <p>Generic responsibilities of all staff</p> <p>As the Cathedral operates with a small team all staff are expected to act flexibly and cover for each other occasionally when required. Duties could include:</p> <ul style="list-style-type: none"> • Welcoming and helping any visitors and volunteers who need assistance, providing a high level of care and attention. • Dealing promptly and courteously with any in-coming queries and telephone calls. • Assisting with events, services and meeting organisation. |
| <p>All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.</p> |
| <p>To undertake as requested other duties as may reasonably be expected.</p> |

| Person specification | | |
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| Attributes | Essential (or expected to train/qualify to that standard) | Desirable |
| Qualifications and Training | <ul style="list-style-type: none"> • At least 5 GCSEs including English Language and maths or equivalent | |
| Experience | | <p>Experience of:</p> <ul style="list-style-type: none"> • Providing administrative support • Taking minutes • Working in a church or small charity • Using ChurchSuite or another database • Using online HR management systems • Working within compliance systems (Health and Safety, Safeguarding, Data Protection etc). |
| Knowledge, skills and abilities | <ul style="list-style-type: none"> • Strong IT skills and the ability to grasp new systems with ease. • Familiarity with the Microsoft Office suite. • Ability to juggle tasks and deadlines. • Good attention to detail - ability to remember complex details and see the connections between areas of work. • Excellent people and communication skills. • Ability to work independently and use own initiative, knowing when | <ul style="list-style-type: none"> • Basic understanding of data protection, safeguarding and health and safety guidance • Basic understanding of HR processes and policies |

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| | <p>to escalate.</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills | |
| Behaviours | <ul style="list-style-type: none"> • Work in a collaborative and open way with colleagues. • Willingness to work flexibly and cope well in a changing environment • Work proactively and solve problems when they arise, knowing when to escalate. | |
| General | <ul style="list-style-type: none"> • To be in sympathy with the Cathedral's Christian mission and the values of the Church. • To act with integrity and honesty. | |

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| General notes |
| <p>This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.</p> |

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| Review date | April 2025 |