

Executive Assistant to the Dean and Chief Operating Officer Application Pack



**BRISTOL
CATHEDRAL**

ABOUT BRISTOL CATHEDRAL:

Bristol Cathedral is here to:

- Follow Jesus Christ
- Worship God
- Serve others
- Transform communities
- Support the Bishops and the Diocese

Our values are to be open, generous, creative and brave.

The Cathedral is open 365 days per year and welcomes over 300,000 visitors annually. Visitors come to us for many reasons. Some come to worship at one of over twenty services per week. Some come to enjoy learning about the history of the building (dating back 900 years). Some come to find a quiet space in a crisis, or as a break in the middle of their working day. And some come to attend one of the sixty or so varied cultural and community events that we run each year. Then, of course, there is our civic role as a gathering place in the city to mark significant national events (most recently the Platinum Jubilee, the death of Her Majesty Queen Elizabeth II and the coronation of His Majesty King Charles III).

In the wake of the toppling of the Edward Colston statue in our city in 2020, we have been working to understand the Cathedral's historical involvement in the transatlantic chattel enslavement of African people. This work has been costly (an investment Chapter and other funders have been privileged to make) but has revealed stories that we have now been able to tell – through our exhibition “All God's Children”. This “truth telling” has been a crucial first step in developing a racial justice strategy alongside the communities impacted by this trade, which will embed these stories into the Cathedral in the future and inform our decision making as we develop and grow the Cathedral.

Holding that all together is a small team of clergy and lay staff – around 40 of us in total – and a committed community of volunteers and congregation. You might imagine that working in a Cathedral is quiet and a bit sedate. That couldn't be further from the truth. While there are moments when you can experience the peace of the building or finish your week in quiet reflection at evensong on a Friday – the life of the Cathedral is busy and varied. There aren't many days that are the same as the one before.

Here's a snapshot of some of the things we have done over the last couple of years:

- Hosted a mass singing event, Sing for the King, to mark the coronation of His Majesty King Charles III, in partnership with St George's.
- Worked with the Muslim community to put on a grand iftar in the Cathedral during Ramadan.
- Welcomed primary school children from south Bristol to sing with the Cathedral choir at evensong.
- Provided a safe space for “Listening Spaces” following the violence in the summer of 2024.
- Created All God's Children, an exhibition about the Cathedral's historic involvement in the transatlantic chattel enslavement of African people.
- Celebrated the late Queen's Platinum Jubilee with a community party on College Green.
- Hosted the closing ceremony for the Diaspora Festival.
- Held a full programme of services and concerts over each Advent and Christmas.
- Celebrated Palm Sunday with a procession on College Green featuring a real donkey.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Executive Assistant to the Dean and Chief Operating Officer
Line Manager	Operations and HR Manager
Line management responsibility	None
Full Time/Part Time (hours)	Four days per week to include Mondays. This role will require some evening and weekend work.
Salary	£26,040 (£32,550 FTE)
Annual leave	25 days + 8 bank holidays per year increasing after five years of employment. It is also the practice of the Cathedral to offer staff the three days between Christmas and New Year as additional discretionary leave.
Pension	7% employer contribution, 5% employee contribution
Location	Based in the Cathedral offices with flexibility to work from home for some of the week by agreement with your line manager.
Other benefits	We offer a cycle to work scheme, a salary sacrifice electric car leasing scheme and an employee assistance programme for employees.

Overall purpose of post
To provide executive support to the Dean and Chief Operating Officer (COO) to enable them to fulfil their roles.

Responsibilities and accountabilities	Nature and scope of role
Assistant to the Dean and COO	<ul style="list-style-type: none"> • To act as the first point of contact for the Dean and COO. • To provide excellent administrative support to the Dean and COO. • To effectively handle and prioritise queries, emails and other correspondence. • To maintain effective channels of communication with colleagues in the Diocese and the Bishop's office as well as other external partners and stakeholders. • To support the Dean and COO as necessary with travel and meeting arrangements including collating papers for meetings in advance. • To provide pro-active diary support to make best use of the Dean and COO's time. • To ensure that key dates from the Cathedral Diary are entered into the Dean's, COO's and other clergy's diaries. • Management of the Cathedral diary using our online system (currently Churchsuite), liaising closely with all departments. • Manage a calendar of meetings, ensuring that rooms are available and instructions are issued. • To ensure the Dean or appropriate clergy are briefed before services and events. • Provide administrative support to the two Residentiary Canons (senior clergy) as directed by the Dean or COO.
Major Service and Civic Occasion management	<ul style="list-style-type: none"> • Support the Dean and senior clergy with enquiries related to major services and civic occasions.

	<ul style="list-style-type: none"> • Acting as the main contact point for major services and civic events. Coordinate the logistics and arrangements with colleagues and volunteers. Manage invitations, ticketing and seating arrangements if required. • Issuing budget proposals to hirers before the event and preparing invoices for the finance department as soon as possible after the event. • Collate information on important visitors (e.g. local dignitaries, HRH etc.) and liaise with the Dean or other appropriate clergy. • Where appropriate produce administration instructions (our name for an event plan). • Liaise with stewards to ensure there are sufficient stewards for major services and civic occasions.
Governance support	<ul style="list-style-type: none"> • Collate and send out papers for all governance meetings e.g. Chapter (who are the trustees of the Cathedral), the Cathedral Advisors Group, College of Canons etc. • Maintain a calendar of Governance meetings which is reviewed regularly. • Track review dates of policies, governance documents etc and ensure that they are raised and reviewed at appropriate meeting. • Convene regular governance planning meetings with the Dean, COO and Senior Non Executive Member (effectively the vice chair of Chapter). • Take minutes of meetings and circulate these to the chair of the committees in a timely manner. • Ensure copies of meeting papers are archived appropriately.

Generic responsibilities of all staff
<p>As the Cathedral runs 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"> • Ensure Safeguarding policies and procedures are implemented whilst undertaking the role, and promoting and working within a positive Safeguarding culture. • 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		
Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • GCSE Maths and English or equivalent 	<ul style="list-style-type: none"> • A qualification in business administration or

		executive assistant qualification.
Experience	<ul style="list-style-type: none"> • Providing Executive or Personal Assistant support. • Previous relevant experience of organising events and meetings. • Administration experience. 	<ul style="list-style-type: none"> • Experience of supporting charity governance processes. • Experience of minute taking.
Knowledge, skills and abilities	<ul style="list-style-type: none"> • The ability to build and maintain effective working relationships with colleagues, volunteers and external partners. • Strong verbal and written communication skills. • The ability to prioritise tasks and manage time effectively. • Strong IT skills with good working knowledge of Microsoft 365 and the ability to learn database systems quickly. • While this role does not require the ability to touch type, you will need good keyboard skills. 	<ul style="list-style-type: none"> • Experience of using Churchsuite database. • An understanding of Church of England structures.
Behaviours	<ul style="list-style-type: none"> • An ability to be proactive, and act on your own initiative when appropriate. • A strong attention to detail. • Process minded, but able to work flexibly when needed. • An openness to change. • An ability to provide a high level of customer care and mediate conflicts. • An ability to evaluate, learn and develop. • Confident to be direct and honest with senior staff (“speaking truth to power”!). • Strong problem solving skills and the ability to be unphased and calm when things don’t go to plan. 	
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. • Supportive of the Cathedral’s values of being open, generous, creative and brave. 	

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>

APPLICATION PROCESS

Please complete an application form and return it to miranda.payne@bristol-cathedral.co.uk (note that CVs will not be accepted). Ensure that you fill out the safeguarding declaration at the end of the form and click on the link to fill in the equalities monitoring form online. The application form can be downloaded from our [website](#).

Closing date for applications is 9am on Monday 28th October 2024.

If you are shortlisted, the interviews will take place on Monday 4th November. They will be in person and will take place at Bristol Cathedral, College Green, Bristol BS1 5TJ.

If you would like an informal conversation regarding this role, please contact our Operations & HR Manager, Miranda Payne (miranda.payne@bristol-cathedral.co.uk).