

## JOB DESCRIPTION

<b>Job Title:</b>	Executive Assistant
<b>Team:</b>	Central Support Team
<b>Location:</b>	Cathedral Offices
<b>Line Manager:</b>	Communar and Executive Director
<b>Matrix reporting line:</b>	Dean
<b>Contract type:</b>	Permanent
<b>Hours:</b>	Full Time
<b>Proposed salary:</b>	£33,000 pa
<b>Date of completion:</b>	October 2020

1	<b>Job Purpose</b>
	To provide proactive support to the Cathedral's Communar, Chapter and leadership team in delivering excellent governance of the Chapter and its associated committees and institutions, facilitating the smooth running of Cathedral processes, and delivering assigned projects including the forthcoming registration of the Cathedral with the Charity Commission.
2	<b>Principal Accountabilities</b>
	<ul style="list-style-type: none"> <li>▪ proactively manage the Chapter's governance responsibilities, meetings and papers in support of the Communar, to ensure the smooth running and documenting of Cathedral governance. This will include attending and documenting meetings as well as some writing and preparation, and the dissemination of information to relevant stakeholders.</li> <li>▪ manage other governance bodies including the Cathedral Council, Fabric Advisory Committee, Finance Committee, College of Canons, St Mary's Hospital, Morse Boycott and Traditional Choir Trusts;</li> <li>▪ operate with a high level of autonomy, carrying out actions, liaising with others to research and create committee content, drafting of papers, reports, presentations and correspondence for review</li> <li>▪ lead the registration of the Cathedral with the Charity Commission as required in the new Cathedrals Measure</li> <li>▪ supporting the management of the Cathedral's safeguarding responsibilities working with Safeguarding Advisor, Communar, and colleagues</li> <li>▪ database administration in support of Cathedral's integrated contact management system</li> <li>▪ development of office information sharing and collaborative working capabilities including intranet creation</li> <li>▪ managing and administering other medium scale projects and processes as required</li> <li>▪ supporting the Communar and sometimes other senior staff and clergy with regard to diary management, venue booking, meeting management and other administrative support</li> <li>▪ elements of office management and administration as required</li> </ul>
3	<b>Level of Responsibility</b>
a	<b>People</b> No direct line reports. Able to operate on behalf of the Communar or autonomously, maintaining effective working relationships with colleagues, including working flexibly as a member of the Cathedral's overall administrative resource. Matrix reporting relationship to the Dean.

<b>b</b>	<p><b>Financial Management</b></p> <p>No direct budget responsibility but ability to understand, process and present financial information and understand financial implications as part of report drafting or summarising.</p>
<b>c</b>	<p><b>Other</b></p> <p>The post holder is expected to take significant responsibility and ownership of tasks and to be capable of operating with a degree of independence and autonomy within the context of the requirements of Communar and Chapter and the Cathedral's objectives.</p>
<b>4</b>	<p><b>Contacts</b></p>
	<p>Working closely with Chapter, senior managers, trustees and other committee members, with members of the Cathedral Community and with the public.</p> <p>Internally with lay and ordained colleagues to ensure that their needs are met, priorities are understood and that information provided is presented and interpreted appropriately.</p> <p>Externally with partners, stakeholders and the public to manage projects and address queries as required.</p>
<b>5</b>	<p><b>Special Requirements</b></p>
	<p>The role will require periodic evening and occasional weekend working and a flexible approach to working hours at busy times. A degree of home working is an option that may be explored alongside flexibility in working hours.</p> <p>The role requires effective prioritising and the ability to manage competing tasks calmly and effectively.</p> <p>Mandatory safeguarding training will be provided.</p> <p>A desire to understand and engage with the Cathedral's Christian mission and comfort in supporting its role as a living church is essential.</p>
<b>6</b>	<p><b>Qualifications, Skills and Experience</b></p>
	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ relevant qualifications in administration and charity governance would be desirable.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ experience to demonstrate the breadth of skills and type of work embodied in this role at a similar level;</li> <li>▪ experience of charity governance is highly desirable;</li> <li>▪ familiarity with working closely with senior staff and board members;</li> <li>▪ evidence of building and managing effective relationships with a range of stakeholders in complex organisations;</li> </ul>

	<ul style="list-style-type: none"><li>▪ evidence of creativity and innovation;</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>▪ ability to judge people and situations sensitively and to adapt to evolving cultures and objectives;</li><li>▪ ability to assimilate and present information effectively, evaluating what is important and summarising and communicating it clearly;</li><li>▪ ability to take initiative when required, within parameters;</li><li>▪ high level of organisational skills - ability to maintain high speed and productivity whilst managing often competing demands;</li><li>▪ excellent IT skills including the ability to fulfil database administration and to use digital content management systems</li><li>▪ excellent written and presentational skills</li><li>▪ ability to follow and interpret board or committee meetings and to produce accurate minutes</li></ul>
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