

PJW/WJW

July 2026

Dear Friends

Appointment of Senior Personal Assistant to the Bishop of Sheffield

Thank you for your interest in the role of my new Senior Personal Assistant.

This is a significant appointment, and I am looking for someone who will become a trusted member of a small and dedicated team based at Bishopscoft. The role is varied, demanding and immensely rewarding, providing support across every aspect of my ministry – from diocesan leadership and parish life to national Church responsibilities, civic engagements and my work in the House of Lords.

The successful candidate will be someone who enjoys working in a fast-paced environment, is highly organised, exercises sound judgement and is able to manage competing priorities with good humour and grace. You will need to be an excellent communicator, comfortable dealing with people from all walks of life, and able to handle sensitive and confidential matters with discretion.

Although much of the role is practical and administrative, its purpose is much broader. By ensuring that my office runs smoothly and efficiently, you will play an important part in supporting my ministry and the mission of the Diocese of Sheffield to flourish and grow.

I hope that, having read the information enclosed, you will be encouraged to apply. Whether you are already familiar with the life of the Church of England or are bringing valuable experience from another sector, if you believe your skills and experience match what we are looking for, I would be delighted to hear from you. A sympathy for the Christian Faith is essential.

With every blessing.



The Rt Revd Dr Pete Wilcox
Bishop of Sheffield

