



PERSONAL ASSISTANT TO THE BISHOP OF SHEFFIELD

Job Description and Person Specification

The Bishop of Sheffield is seeking to appoint a new PERSONAL ASSISTANT. The appointment is from 01/09/26 or by agreement.

EMPLOYER:	The Church Commissioners, on behalf of the Bishop of Sheffield
JOB TITLE:	Senior Personal Assistant to the Bishop of Sheffield
LOCATION:	The Bishop's Office at Bishopscroft, Snaithing Lane, Sheffield, S10 3LG
GRADE/HOURS:	Senior Personal Assistant 35 hours/week
ACCOUNTABLE TO:	The Bishop of Sheffield, who is the employer in his corporate capacity
KEY RELATIONSHIPS:	The Bishop of Sheffield, the Bishop's Chaplain, Administrative Assistant, Gardener/Driver and the Senior Staff of the Diocese and Cathedral
BACKGROUND:	This pivotal post supporting the Bishop provides an excellent opportunity to work in a small, friendly, busy office in a pleasant and beautiful environment. It provides an opportunity for someone who enjoys working independently but who is able to play an effective role as part of the wider Bishops' team within the Diocese of Sheffield.
JOB SUMMARY:	To act as Personal Assistant to the Bishop of Sheffield by managing the Bishop's Office, including the diary and correspondence (paper and email) and to provide secretarial and administrative support to the Bishop in the exercising of their ministry and wider responsibilities.

BACKGROUND INFORMATION

The Diocese of Sheffield

The Diocese of Sheffield serves almost 1.3 million people across South Yorkshire and adjoining areas.

The Diocese of Sheffield was formed in 1914 and is in the Northern Province of York. It has a population of approximately 1.3 million people, 80 stipendiary incumbents, 56 Mission Areas and 216 churches. There are also a number of ordained chaplains working across hospitals, prisons, sports and police sectors. It spreads over Sheffield, Rotherham and Doncaster and the subsidiary towns and villages of those areas, covering most of South Yorkshire (approximately half of Barnsley) and small parts of North Yorkshire, the East Riding and North Lincolnshire. It is separated into two Archdeaconries: Sheffield and Rotherham; and Doncaster.

For further information about the Diocese see:

www.sheffield.anglican.org

The Bishop of Sheffield

The Bishop of Sheffield exercises the primary apostolic ministry for the Diocese of Sheffield, leading in mission, presiding over its sacramental life, offering Bible teaching and pastoral care. Bishop Pete seeks to live out his calling prayerfully, joyfully and collaboratively, looking to God to renew, release and rejuvenate the Diocese of Sheffield by 2025. The staff at Bishopscoft play a significant role in the fulfilment of this vision and are expected to enter into it fully.

The Bishop of Sheffield oversees and leads the life of the Diocese and has a significant civic role in the City and region. He has major national responsibilities in the Church of England and was appointed a Church Commissioner in January 2024. He was introduced to the House of Lords in March 2023, and in June 2025, the Home Secretary invited him to chair the Orgreave Inquiry which was launched in March 2026.

The Bishop is assisted in the Diocese by the Bishop of Doncaster, two Archdeacons, the Diocesan Secretary and a team of other staff.

He works from his official residence, Bishopscoft and is assisted by his personal staff comprising a Personal Assistant, the Bishop's Chaplain, an Administrative Assistant and a Gardener/Driver.

MAIN DUTIES AND RESPONSIBILITIES:

1. PROVIDING EFFICIENT PA SUPPORT TO THE BISHOP OF SHEFFIELD

- Advanced planning and management of the Bishop's diary
- Organising all appointments and providing practical briefings about the arrangements made for all visits and meetings
- Preparing the Bishop's papers for all meetings and maintaining an efficient system for tracking papers
- Planning and organising the Bishop's travel arrangements in the UK and abroad
- Dealing promptly with all incoming correspondence and drafting replies
- Receiving and dealing with all emails in the PA's inbox and that of the Bishop
- Opening and allocating incoming post and dealing with letters where appropriate
- Handling a wide range of telephone enquiries with confidence, diplomacy, and tact – answering questions directly or passing them on to the Bishop or Chaplain or other appropriate source of information

2. GENERAL OVERSIGHT AND RUNNING OF THE BISHOP'S OFFICE

- Welcoming all visitors and arranging catering as necessary
- Ensuring that the office is kept tidy and all necessary equipment is purchased and maintained
- Daily filing and overseeing the management of all paper and computerised filing systems
- Organising the archiving of papers as appropriate
- Ensuring that the office database is kept up to date
- To be present at some meetings and at the Bishop's direction to take notes
- Delegation of work to the Administrative Assistant

3. FINANCE

- Managing a budget in excess of £100K and dealing with all day to day financial matters including the bishop's expenses
- Managing the day to day running of all bank accounts held by the bishop in his corporate capacity
- Transferring money, making payments and keeping records as
- Administering the Bishop's Official Expenses account
- Administering the Bishop's Discretionary account
- Applying for grants from various funds, including the Lady Hastings Charity, by preparing applications, organising and recording all monies received and providing reports to the charities on how the monies was used
- With the advice of the Bishop and his Senior Staff, allocating holiday grants and making appropriate payments

4. MANAGEMENT OF BISHOPSCROFT

- Payment of all household bills including regular review of Utility Providers
- Liaison with Church Commissioners' Agent concerning all upkeep and repairs
- Make arrangements for convenient appointments for servicing and any work required
- Organising the purchase and installation of items for the Bishop's House on behalf of Bishoprics
- Liaising with the IT support advisors and organising IT provision at the office
- Maintaining the house inventory

5. HOSPITALITY

- Planning and organising catering for a range of social events each year, including the termly civic dinners and evening suppers
- Managing arrangements for the biennial Bishop's Garden Party
- Coordinating a week of Summer Term evening receptions (held in alternate years to the Bishop's Garden Party)
- Venue management and liaison

6. SUPPORTING THE WORK OF THE DIOCESE

- Organising the recruitment process for all senior appointments in the Diocese, including the advertising of posts and the logistics of all meetings and interviews
- Distributing information and organising arrangements for Deanery Days across the Diocese
- Working with the Bishop's Chaplain to agree and confirm dates for confirmations
- Supporting the Bishop's Chaplain with the clergy ministerial development review (MDR) process, including maintaining the database and collating and filing completed reviews on a two-year cycle.
- Supporting the Bishop's Chaplain in managing enquiries and maintaining up-to-date records of those holding the Bishop's Permission to Officiate (PtO).
- Confirming with the appropriate church leader, lay or ordained, the purpose of each parish visit; making all practical arrangements and briefing the Bishop beforehand

7. CIVIC VISITS

- Planning and organising a programme of visits to individuals, institutions, workplaces and events across the region with a focus on extending the reach and mission of the Church
- Responding to all invitations for the Bishop to attend civic events and meetings outside the Church

8. NATIONAL CHURCH

- Collating all papers and making the logistical arrangements for the Bishop's work related to General Synod, the House of Bishops, College of Bishops, the Archbishops' Council and any other national and regional meetings
- Managing the Bishop's Church Commissioner Trustee commitments, including maintaining the diary, preparing meeting papers and ensuring all relevant documentation is available in advance of meetings
- Engagement with the PA network and key members of the NCI staff

9. HOUSE OF LORDS

- Liaising closely with the Bishop's Parliamentary and Policy Researcher on the Bishop's schedule in the House of Lords
- Assisting with papers relating to the Bishop's role in the House of Lords
- Processing the Bishop's monthly HOL expense claim

10. ORGREAVE INQUIRY

- Liaising closely with the Orgreave Inquiry Secretariat to coordinate the Bishop's involvement, including managing meeting requests and maintaining the diary
- Completing the Bishop's monthly fees timesheet and expense proforma

11. LINE MANAGEMENT and development of the Administrative Assistant

- Carrying out other duties as and when required

PERSON SPECIFICATION

ESSENTIAL

Qualifications / Education / Experience

- Educated to degree standard or with relevant secretarial qualifications and equivalent work experience
- Previous PA and administrative experience reporting to a senior manager
- Finance processing and accounts management
- Must be able to handle confidential information
- Experienced in dealing with people at all levels
- Ability to prioritise effectively

Knowledge, Skills, Attributes

- In sympathy with the vision, aims and objectives of the Church of England and the Diocese of Sheffield
- The ability to understand and apply the priorities of the Bishop's ministry when allocating diary appointments
- Well presented work with a meticulous eye for detail
- Ability to show initiative and work with minimal or no supervision
- Excellent communication skills both oral and written, including a competent and friendly telephone manner
- Good interpersonal and diplomatic skills with the ability to deal with people from all walks of life with courtesy and on occasion appropriate firmness
- Ability to maintain a high degree of confidentiality and handle sensitive issues with discretion
- Well organised, methodical and the ability to manage competing priorities
- Ability to work calmly under pressure and meet deadlines
- Ability to work independently and as a member of a team and the wider household
- Competent in the use of Microsoft Office including Word, Excel and PowerPoint
- Proficient in the use of databases and CRM systems for maintaining accurate records, managing contacts, and producing reports
- Excellent word processing skills from manuscript and audio
- Good literacy and numeracy skills

DESIRABLE REQUIREMENTS

- Detailed knowledge of the Church of England, its structures and practices
- Understanding and interest in the Bishop of Sheffield's ministry

GENERAL CONDITIONS

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job. The post holder will be sympathetic to the Christian faith.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operative with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

TERMS OF EMPLOYMENT

Salary

The starting salary for this post is £31,459 per annum.

Pension scheme

To be completed by HR

Hours of work:

Your hours of work will be 35 hours per week with an hour's unpaid break for lunch.

Annual Leave

You are entitled to 25 days paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1 January to 31 December.

Notice

During the probationary period your employment may be terminated by two weeks written notice on either side or pay in lieu of notice by the Bishop.

Following the successful completion of your probationary period, the notice period will be extended to one month on either side. The Bishop must give you the following period of notice, or pay in lieu of notice, if he wants to end this employment:

- one month if your period of continuous employment is longer than one month but shorter than four years or
- after four years, one week for each year of continuous employment up to a maximum of 12 weeks
- should you be dismissed on the grounds of gross misconduct, your employment may be terminated without notice

Probationary Period

There will be a probationary period of six months.

Contract

The post is offered an open-ended contract, subject to a six month probationary period.

Closing date for receipt of applications: Friday 31 July at 12 noon

Shortlisting will take place on Monday 3 August. If you have not been invited to interview by close of play on Tuesday 4 August, you have been unsuccessful in your application on this occasion. Thank you for your interest.

Interview Date: Thursday 6 August