



DIocese of Portsmouth Standard Job Description

Job Title	Personal Assistant to the Episcopal Vicar for Evangelisation
Parish/Department	Department of Evangelisation
Reports To	Episcopal Vicar for Evangelisation
Number of Reports	0
Hours of Work	12
Contract Type	Permanent
Overview of the Diocese	The Diocese of Portsmouth comprises 87 parishes across Hampshire, Dorset, Berkshire (except Slough), South Oxfordshire, the Isle of Wight, and the Channel Islands. Formed on May 19, 1882, by the division of the Diocese of Southwark, the Diocese of Portsmouth has a presence in every community and can offer ministry and mission to all who come to us. It works towards the Bishop's vision of Bringing people closer to Jesus Christ through his church.

Overall Job Purpose

Personal Assistant to the Episcopal Vicar for Evangelisation will provide full administrative and secretarial support including dealing with email, phone and written correspondence; diary management, filing and dealing with all queries as appropriate.

Responsibilities

- Monitoring EV email inbox and Eve admin inbox, handling queries or forwarding to appropriate person.
- Organising ad hoc meetings on behalf of the EV and responding to availability enquiries.
- Ensuring the EV is well prepared for meetings pertinent to his role as EV.
- Managing the Evangelisation Trustee committee meetings from date planning, membership of committee, invitations, creating agendas, reports and minutes and the chasing up of reports from team leaders for the meeting pack.
- Drafting Vicariate update reports on behalf of EV for Trustee Board meetings and Bishop's Council meetings.
- Planning and organising events on behalf of the EV – specifically Advent all staff day of prayer, Diocesan Pastoral Council and any other events as advised by the EV.
- Liaising with comms for the marketing and communications of the events, managing Eventbrite and registrations of attendees.
- Paying invoices, simple account keeping, providing monthly financial returns with bank statements for the Diocesan Support and Administration Services.
- Administration of monthly expense claims for the EV.
- Drafting and distribution of emails and other communications as required
- Liaising with comms for the setting up and monitoring of the Vicariate intranet page.
- Visibility of EV parish calendar to assist in coordination of meeting times and locations, (whether in person or online), venue booking, catering bookings where appropriate.

- Dealing sensitively and confidentially with any requests and difficulties.
- Handling enquiries in the absence of the Episcopal Vicar for Evangelisation wherever possible.

Values

- To maintain the ethos and values of the Catholic Church and positively promote the work and activities of the Catholic Church.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Person Specification
(Personal attributes essential to performing the role: e.g., skills, competencies, expertise, knowledge, experience.)

Competence, expertise & Knowledge e.g.

Essential

- First-class organisational skills, including prioritising work, balancing conflicting priorities, monitoring progress, and exercising judgment about chasing progress as necessary.
- Advanced proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Understanding of Data Protection legislation.
- Excellent interpersonal skills and the confidence to deal with people at every level.
- Excellent communication skills, both written and verbal
- Able to effectively manage a high-volume workload. Fully sensitive to and supportive of the vlinistry and Mission of the Catholic Church
- Self motivated and flexible, with ability to work as part of a team but also on own initiative and judgement without supervision or support from colleagues or team, able to cope with change and work under pressure.
- Highly organised with an excellent attention to detail.
- Ability to work effectively as part of a team.
- Excellent problem-solving skills.
- Understanding of and commitment to equality of opportunity and good working relationships.
- Able to work on the initiative, organizing and prioritizing workload to set deadlines.
- An ability to maintain a high degree of confidentiality and trust.
- Good timekeeping.
- Positive and flexible approach to work.

Desirable:

- Knowledge of the values and teachings of the Roman Catholic Church

Date of Completion of Job Description (month and year)	November 2024
Name & Role of Job Description Content Creator	Fr Gaston - Episcopal Vicar for Evangelisation