

BISHOP'S PERSONAL ASSISTANT JOB DESCRIPTION

Emails

Personal inbox (reply / forward as applicable)

Check Bishop's inbox

Circulate information as directed by the Bishop (or from colleagues)

(Check Barmouth Parish inbox – currently no PP or secretary)

Telephone Calls

Answer all calls to the Curial office and transfer accordingly.

Bishop's mailings to the Clergy / other dioceses

Varia / notices (twice a week)

Ad Clerum (6 times a year approx.)

Manage the Bishop's diary

Set up meetings / engagements as applicable

Email the Bishop's engagements to *The Clarion* & Communications Officer (monthly) and include in *ad Clerum*

Request necessary information for the Bishop's engagements prior to meetings and visits.

Travel Arrangements

Book the Bishop's travel arrangements (& organise compensation as applicable)

Administrative Tasks

Print documents for the Bishop's meetings (CBCEW Standing Committee / CaTEW / Departments; Cytûn)

Administrate Clergy engagements:

Clergy Lunches, Clergy Retreat, Clergy Conference, Clergy Days of Recollection (collate names / information; liaise with venues; liaise with Business Manager and Accountant re. invoices and payments).

Diocesan Pilgrimage, as applicable

Prepare Clergy Appointment letters & Faculties

Clergy Anniversaries: Maintain records; Produce anniversary cards to be signed by the Bishop

Collate / Maintain Clergy Personal Information

Keep contact details up-to-date (email / postal addresses and telephone numbers; Outlook Contacts / spreadsheet / address labels)

Other correspondence

Frank/post office mail as required

Christmas cards (Order Christmas cards, update and print address labels, maintain database of email addresses)

Collate Mass Counts (annually - October)

Prepare schedule of events and Masses for Ordo and for Cathedral. Administrate second collection dates. – annually

Mass booklets: Prepare and/or print as applicable according to schedule or as required

Organise long-term Clergy supply schedule (as applicable)

Update and print stationery as required (Letterhead / comp slips / reply postcards / Bishop's mileage form)

Forward invoices to Accountant as applicable

Manage Zoom subscription

IT

Liaise with Netcentrix as applicable (e.g. IT issues, new/change of email address or password, additions to Outlook address book)

Maintain record of email addresses and passwords for the Diocese

Minutes Secretary for St Winefride's Shrine & Well Committee

Circulate agenda prepared by the Chair

Take Minutes, type up and submit to the Chair for approval

Circulate draft to members

Attend any other meetings and take minutes as required (e.g. Museum Accreditation meetings)

Set up Open Forum (annual)

Prepare Events Programme (annually - liaise with Well Administrator for information)

Liaise with CADW/Church in Wales about use of Chapel during Pilgrimage Season

Education: Foundation Governors

Maintain record of Foundation Governors for each school

Prepare appointment letters for the Bishop to sign on receipt of an application

Every 4 years:

Liaise with Diocesan Director of Education re. Foundation Governors' new Term of Office.

Contact all schools (Heads, Chair of Governors, Clerks to the Governors) for re-applications, new applications, resignations, recruitment

Prepare appointment letters for all Foundation Governors

Annually: Email the Bishop's letter to school leavers to the secondary schools

Deceased Clergy Registrar

Send and receive notification of deceased Clergy (as applicable – liaising with registrars from other dioceses in the same PACT)

Maintain records

Additional role:

Secretary to the Finance Secretariat and Trustees (separate JD prepared by Chair of Trustees)

Roles to be transferred from Communications:

Administrate the collation of the Diocesan Year book (June to October)

Create and update Priests' ID cards

Press releases, Requests for interviews, filming in collaboration with outside agencies