

Administrative Assistant Application Pack



Job Description

Job Title: Administrative Assistant

Department: Administration

Reporting to: Chief Operating Officer

Hours of Work: 35 hours per week

Salary: £25,000

Contract Type: Permanent

Background to the role:

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat which is the symbol of his authority. The Cathedral is run and managed by the Chapter, supported by the Council and the College of Canons.

Purpose of the Role:

To support the Chief Operating Officer by providing confidential, high level administrative and business support on a day-to-day basis.

Duties and Responsibilities:

Administration and support

- Setting up and servicing meetings, preparation, planning, organisation including agendas, papers and minutes
- Fielding telephone calls and responding discretely and appropriately, travel, events, room bookings, orders etc.
- Undertake and assist with projects as necessary
- Attend cathedral meetings not only as minute-taker, but also to contribute and participate, where appropriate
- Actively participate in the research, development and creation of reports, data and documents
- Help maintain the Cathedral's Policies



General

- Maintain a high awareness of the Chief Operating Officers workload, priorities and commitments, anticipating actions and requirements on their behalf.
- Liaise with internal departments, external organisations and stakeholders as appropriate
- Ensure your own continuing professional development.
- Ensure that the highest standards of professional performance are maintained
- Any other duties as may reasonably be required

Database and GDPR

- To have oversight of the Cathedrals contact database ensuring that data integrity is maintained and that data is being updated by departments in a timely fashion
- To update the database with data from external systems i.e. ticketing software, mailing lists etc.
- To ensure all data held on the Cathedral contact database is GDPR compliant
- To ensure that all data capture documentation is GDPR compliant

Candidate Profile

Essential:

- You will have impeccable attention for detail, pride yourself on accuracy and be able to multitask with ease.
- You must demonstrate a strong background in administrative and a customer service background, passion and be highly motivated to succeed.
- The ideal candidate must be both robust and resilient and be able to work under pressure to meet tight deadlines with a flexible attitude to work and working hours
- You must have the ability to work in a confidential environment.
- Your IT Skills need to be that you are a confident user of Microsoft packages, including word and excel.
- You will need to be an accomplished team player with effective communication and interpersonal skills.
- An understanding of and empathy with the operations and ethos of a working Cathedral
- Ability to work on your own or as part of a team



Photo by Sebastian Christopher

Working for us

Working Pattern

This role is full time and 35 hours per week.

Annual Holidays

The holiday entitlement is 30 days per year including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Pension Scheme

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

Discounts

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts.



Exeter
Cathedral



Photo by Emma Solley

About Exeter Cathedral

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer – as well as stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures; telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

Our Values

At Exeter Cathedral, we are committed to and will courageously pursue being:

- Welcoming to all
- The best we can
- Open and listening
- Fair and respectful



Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your *curriculum vitae*, if you wish.

Applications should be sent by email or post to:

Alysha Keers, HR Generalist & Volunteer Co-Ordinator, 1 The Cloisters, Exeter, EX1 1HS

Tel: 01392 255573, Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 12th December 2023