

Job Description

January 2018

Job Title:	Office Manager
Department:	Registrar's Office
Reporting to:	Registrar
Head of Department:	Registrar

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of learning, debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2017 welcomed over 800,000 paying visitors.

Our Vision

- St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.
- As a community of worshippers, staff and volunteers we work with care and imagination to be a centre for welcome, worship and learning which inspires successive generations to engage with the richness of the Christian faith and its heritage.
- We aim to do this with confidence, compassion and creativity, promoting dignity and justice for everyone.
- We work with the Bishop and Diocese of London and the wider church, as a spiritual focus for London, the nation and the world.

Our Values

- Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control;
- To uphold integrity, honesty and openness in what we do;
- To aim for the highest possible standards in everything we do, acknowledging that we cannot do everything;
- To make our operations as just and as sustainable as we can;
- To foster and encourage diversity, being inclusive and challenging to ourselves as well as others.

Purpose of the Job

The Registrar is the most senior lay post at the Cathedral ('lay Chief Executive') and so is pivotal in delivering our highly ambitious strategic plan and the specific goals in the Three Year Mission-Directed Business Plan 2018-20. This new role is part of an investment in additional resources in the Registrar's Office in order to support the Registrar's very wide remit and busy office, and to support the step-change needed to deliver these ambitious plans. The Office Manager is a crucial and busy role, working largely autonomously within the framework established by the Registrar in best managing the Registrar's hectic and complex diary, inbox and correspondence. The Office Manager will ensure pro-active planning of the logistics for the Registrar's activities, with responsibility for the Registrar's office administration systems, including electronic and physical filing; requiring successful liaison with internal PAs and senior managers as well as external VIP offices. The Dean is the Chapter member with oversight of this area of work.

Key tasks

Under the direction of the Registrar:

- Provide administrative support to Registrar (majority) and Dean (in the absence of the Dean's PA);
- Manage the Registrar's diary - liaising with parties internally and externally to prioritise and arrange meetings, book meeting rooms and refreshments; where required, book travel arrangements;
- Manage the Registrar's correspondence;
- Attend and participate in the weekly Diary Meeting, deal with any actions and reflect any decisions or new information accordingly;
- Secure and organise papers and briefings for meetings;

- Support with management of the Registrar's and the office in boxes, take responsibility for dealing with a range of issues and escalate where necessary;
- Chase and update actions;
- Provide telephone and 'front of office' cover for the Registrar's Office;
- Electronic and hard copy filing;
- Photocopying and other administrative activities;
- Support the management of the Cathedral Roll, the St Paul's (1972) Pension Scheme, sending of Christmas cards;
- Administration of the annual Cathedral Reception and other annual events and activities;
- Manage expenses and invoices;
- Develop and maintain effective relationships;
- Provide assistance with other administrative duties, for example occasional cover for Chapter House Reception, if required, for unplanned absences; and
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Person Specification

The successful candidate will have:

- Excellent interpersonal and communication skills;
- Excellent organisational skills with an eye for detail;
- Strong IT skills in Outlook, Word, Excel with experience in electronic filing;
- The ability to interact comfortably with people of all backgrounds and seniority; to be able to listen, but also to be assertive when required;
- The ability to manage a series of activities running simultaneously;
- The ability to prioritise tasks;
- Initiative and be self-starting, along with an ability to work in a team;
- Experience of dealing with confidential information with complete discretion; and
- The ability to work calmly and professionally.

The successful candidate will understand, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Main Terms of Employment:

Salary	£28,000 per annum.
Hours of Work	Full-time; 35 hours per week, Mondays to Fridays; with occasional flexibility needed.
References	Appointment is subject to satisfactory references.
Probationary period	3 months.
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions. All employees will be assessed for auto-enrolment and if eligible, are automatically enrolled into the Defined Contribution Group Personal Pension scheme. The standard contribution starts at 5% from the employer with a compulsory 1% from the employee. Increased optional employee contributions are matched by the employer up to a joint total maximum pension contribution of 11%
Holiday	25 days per annum plus eight statutory holidays.
Other benefits	The Cathedral offers a range of other benefits including discounts in the Cathedral shop and café.

Please apply through www.cofepathways.org

The closing date for applications is 28th January 2018.

Interviews will take place on 8th February 2018.