

Role Description

Executive Assistant to the Bishop of Lichfield

The Diocese of Lichfield is one of the largest and more diverse dioceses in the Church of England, stretching from the Welsh border to the Peak District and from north Staffordshire to the Black Country. We are at the heart of England, not just geographically but culturally and socially. Areas of spectacular natural beauty sit beside the legacy of centuries of industry and commerce, areas of growth, aspiration and hope beside urban deprivation, rural poverty and despair, and our churches are located across this diversity. We serve over two million people in this breadth of context across over 1700 square miles and over 530 churches, representing a range of cultures and traditions and lead by nearly 500 licensed clergy and lay leaders. This is overseen by the Bishop of Lichfield, who delegates local oversight on many matters to three Area Bishops for Shrewsbury, Stafford and Wolverhampton. These areas also being an Archdeaconry with Wolverhampton consisting of two separate Archdeaconries. Each Episcopal Area is supported by an Executive Assistant to the Bishop and one to the Archdeacon. Around 70 central staff based out of St Mary's House in The Close in Lichfield exist to underpin all that is happening across our local church communities, supporting, encouraging and equipping our church leaders in all matters, including operational, mission and ministry.

Our vision extends an invitation to all to "Come follow Christ in the footsteps of St Chad." St Chad is our patron saint and was Bishop in the seventh century, who walked the fields, forests and settlements of the Mercian land sharing the good news of Jesus Christ. As part of this, we hope and pray that the two million people in our diocese encounter a church that is confident in the gospel, knows and loves its communities, and is excited to find God at work already in the world. We long for a church that reflects the richness and variety of those communities and partners with others in seeking the common good, working for justice and mercy, as a people of hope.

To support this vision, the Bishop of Lichfield is seeking to appoint a person with good interpersonal skills and proven high-level administrative and operational competence, who is pro-active and instinctively a team player to join his personal staff.

The Bishop of Lichfield's Personal Staff comprises of Two Executive Assistants (one full-time (this vacancy), one part-time) and the Bishop's Chaplain. The Bishop's Office is located in Bishop's House, in The Close in Lichfield.

The person appointed will work closely with the other Executive Assistant and the Bishop's Chaplain to give administrative and operational support to the Bishop, also ensuring that a warm and generous welcome is extended to all who contact the office. The post holder will undertake a wide range of administrative and coordinating tasks, between the Diocesan Bishop's office and the offices of the Episcopal Areas.

The current Bishop of Lichfield, The Right Revd Dr Michael Ipgrave OBE has announced that he will be retiring at the end of September 2026, however the work of the Diocesan Bishop's Office will continue, led by an Acting Bishop of Lichfield until the 100th Bishop of Lichfield is appointed.

KEY TASKS

To be shared with colleagues in the Bishop's Office, and primary responsibility taken for each as decided with the Bishop.

General

As a member of the office team, you will be required to

- Always ensure the effective running of the Bishop's Office so that that all key functions are delivered to the highest possible standard
- Collaborate with the management of the diary for the Bishop of Lichfield, to support them in their local, national and international engagements, including arranging travel and accommodation as required
- Ensure good communications and an appropriate level of awareness of each other's areas of work
- Work collegially with and provide support to the Area Bishops' and Archdeacons' Offices
- Respond to queries, whether by phone, email, post or in person with professionalism and tact
- To cover for other members of the office team in their absence

Hospitality

- Working with colleagues and the Bishop's household, organise and manage social functions, receptions, dinners and other hospitality events ensuring that they run smoothly, including providing refreshments and serving meals

Financial and Property

As a member of the office team, you will be required to

- Collaborate with the management of the finances for the Bishop of Lichfield's official expenses and working costs
- Support with the daily management and upkeep of Bishop's House
- Liaise with the Bishop's household, contractors, casual workers, Church Commissioners, and their management company to oversee the maintenance the Bishop's House, a grade II listed building.
- Have an awareness and understanding of appropriate of health and safety legislation

Records and Archives

As a member of the office team, you will be required to

- Maintain to the highest standards all electronic and paper filing systems, ensuring standardisation and compliance
- Support the various processes for the appointment and authorisation of clergy and lay ministers

The main duties and responsibilities of this post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and the EA will be expected to agree any reasonable changes to the job description that are commensurate with the EA's banding and in line with the general nature of the post. The EA will be consulted about any changes to the job description before these are implemented.

PERSON SPECIFICATION

The successful candidate will have the following attributes and demonstrate these in their application:

- High standard of literacy and numeracy, a degree or otherwise demonstrable skills in research and critical review of information would be advantageous
- Professional in-person and telephone manner with the ability to articulate and receive messages clearly
- IT proficient with a high-level working knowledge of Microsoft Word, Outlook, Excel and file management systems as well as online meeting platforms and integrating these with diaries
- An eye for detail, accuracy, and quality to all areas of work
- The ability to maintain absolute confidentiality whilst being courteous, friendly and discreet
- A good level understanding of data protection / GDPR principles
- The ability to respond and adapt quickly to the changing priorities within the office
- The ability to work flexibly in a small team as well as organise own workload, to set priorities and to work to deadlines
- Reliable attendance and punctuality record
- A willingness to learn, to a complex level, the systems, structures and terminology of the Church of England, prior knowledge or experience of these would be advantageous
- Sympathy with the Christian faith, supportive of the work of the Church of England and committed to the ethos of the Bishop's Office and household
- Willingness to learn new skills and take part in any appropriate training
- Experience of coordinating and managing events

TERMS and CONDITIONS

- This is a full-time post of 35 hours per week, with an annual salary of £28,600. Work may be required on evenings or at weekends, for which compensatory time off in lieu is available
- Membership of the Church Workers Pension scheme with employer contributions
- Holidays 25 days per year plus 3 Diocesan Discretionary Days plus Public Holidays
- Location: Bishop's House, The Close, Lichfield and other locations across the diocese (this role will generally be working on-site)
- The post holder will report to the Bishop of Lichfield
- The employer is the LDBF (Lichfield Diocesan Board of Finance)
- There will be a probationary period of 6 months

CLOSING DATE: **14 June 2026** INTERVIEWS TO BE HELD IN LICHFIELD ON: **30 June 2026**

The Diocese of Lichfield is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.
