

Title: Executive Assistant to the Bishops of Wellington

Reports to: Bishops

Location: Anglican Centre, Wellington

The Anglican Diocese of Wellington

Our vision is to be a transformative movement of local faith communities bringing the good news of Jesus Christ to all. At the Anglican Centre our purpose is to serve the Wellington Diocese. We seek to express and live by our Diocesan mission and values (detailed below).

The Office of the Bishops of Wellington

Bishops oversee the mission and ministry of the Diocese. At present, the Bishops of Wellington are Justin Duckworth (Diocesan Bishop) and Anashuya Fletcher (Assistant Bishop). Bishop Justin also holds the role of Archbishop of the Province of Aotearoa New Zealand and Polynesia making him Senior Bishop of Tikanga Pākehā alongside Archbishop Don Tamihere (Tikanga Māori) and Archbishop Sione Ulu'ilakepa (Tikanga Pasefika).

Purpose of the Role

The purpose of the role is to provide high-quality executive administrative support to the Bishops and (while held) the Archbishop in liaison with the Episcopal Projects Coordinator. The Bishops are supported in their day-to-day work by this Executive Assistant role. The Episcopal Projects Coordinator offers additional support to the Archbishop role.

The role facilitates the Bishop(s) in performing their ministry and responsibilities effectively by providing proactive executive support and ensuring the smooth operation of the Bishops' Office. In addition, the role provides support and leadership to the broader Diocesan team. It is a pivotal role in the life of the Diocese.

Key relationships

Bishop and Assistant Bishop, Episcopal Projects Coordinator, Co-Vicar Generals, Archdeacon for Mission and Ministry, Diocesan Manager, Archdeacons, Clergy and Diocesan employees, Bishops EAs/PAs (for Archbishop support particularly: General Secretary, General Synod Office, TPC Administrator, Tikanga Pākehā national roles, Archbishops EAs).

Work hours

This is a permanent full-time position.

Key Responsibilities

Planning, organising and administrative support	• Manage and maintain Bishops' schedules, including appointments, meetings, and travel arrangements. • Coordinate and maintain the diaries of the Bishops (screening, assessing, and managing requests). • Provide warm, professional hospitality to visitors and guests • Oversee the process and maintain appropriate documentation for ordinations, clergy appointments and personnel matters, ensuring decisions are communicated appropriately. • Prepare and edit correspondence, communications, presentations, and other documents. • Identify, anticipate, and prepare information requirements of the Bishops for meetings, appointments, presentations and follow up inwards and outwards requests for information, outstanding reports, and correspondence. • Handle sensitive and confidential information with discretion. • Plan and coordinate meetings, functions and events, including invitations, confirmation of attendees, facilities, and catering. • Adhere to and maintain internal vetting and safeguarding processes. • Assist in the planning and execution of special projects and initiatives as assigned by the Bishops. • Any other tasks as required or directed by the Bishops.
Relationship management	• Be the first point of contact for the Bishops' Office via phone, correspondence and face-to-face including urgent and sensitive matters. • Strong stakeholder focus, manage relationships with people at a range of levels both internal and external to the Diocese.

	• Work with and establish collaborative relationships with others within the Diocese, the community and the wider Province.
Agenda management and proactive planning	• Proactively plan and coordinate key groups and office holders who support the work of the Bishops and the Bishops' Office, including preparing and circulating agendas, ensuring minutes are kept, and following up assigned tasks and actions arising from the meetings.
Day to day operations	• Maintain effective systems for the management and filing of paper and electronic documentation. • Establish and maintain office processes and procedures and organise workflow to ensure the efficient and effective operations of the Bishops' office. • Liaise with internal and external stakeholders to ensure smooth communication and coordination. • Provide a wider range of administrative and general support duties of a highly responsible and confidential nature. • Contribute to and share common processes, practices, and resources (e.g., templates, organising frameworks etc.) • Contribute to the development, planning and implementation of Diocesan-wide administrative processes, and ensure these are adopted by each group. • Ensure information and records are stored, maintained and managed in accordance with relevant organisational records management, privacy and information security policy and procedure. • Be a team player and provide support and back up in the event of absences and/or peak in workload that requires additional resource. • Supervise and manage the work of Bishops' Office volunteers as required.
Leadership	• Provide senior leadership to the administrative functions within the Anglican Centre. • Champion Godly Administration across the Diocese. • Model our Diocesan vision and values.

Financial	• Ensure receipts/invoices are coded correctly, accurately authorised at the appropriate level, and follow financial procedures and delegations. • Ensure receipts/invoices are forwarded to the Finance Team in a timely manner so that they can be processed by the due date. • Manage Bishops' Office purchasing and purchase orders.
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Key Skills and Attributes

- A high level of diplomacy and interpersonal skills including influencing.
- High attention to detail.
- Strong written and verbal communication skills.
- Flexibility.
- Provide a non-anxious presence.
- Excellent office administration skills, with a demonstrated aptitude for organising systems, document control, managing competing priorities, and providing high-quality administrative support.
- Demonstrate and champion the mission and values of the Anglican Diocese of Wellington.
- Highly independent and self-managing.
- Impeccable confidentiality and discretion, and sound judgement.
- Ability to handle sensitive matters appropriately and discretely.
- An understanding of the life of the Church, particularly the Anglican Church in Aotearoa and Polynesia.
- Strong digital competency, including intuitive knowledge and proficiency using Microsoft 365 apps and AI systems.

Anglican Movement

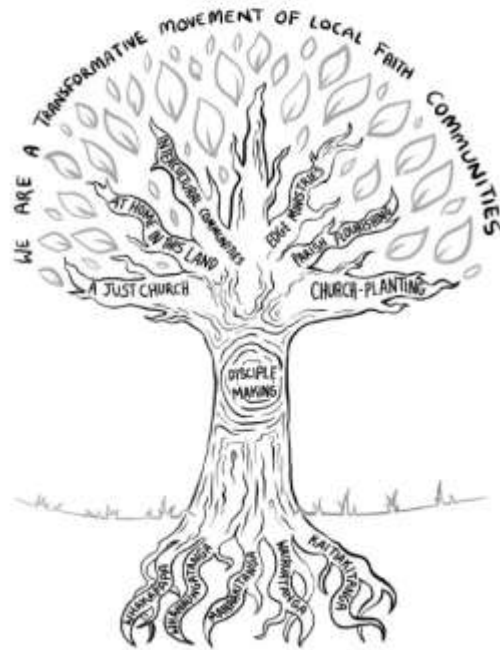
Vision

We are a Transformative Movement of Local Faith Communities

Focus areas

The six branches are the areas of energy that we currently sense God is calling us to.

- A Just Church
- At Home in this Land
- Intercultural Communities
- Edge Ministries
- Parish Flourishing
- Church-Planting



The trunk of our tree represents disciple-making:

In all our activities we are making disciples of Jesus, in the way of Jesus.

Values

At the roots; the values that underpin and weave through everything we do.

- Whakapapa
- Whānaungatanga
- Manaakitanga
- Wairuatanga
- Kaitiakitanga