

Position Description Personal Assistant to the Bishop

Position Title:	Personal Assistant to the Bishop
Department:	Anglican Diocese of Grafton
Reports to:	Bishop
Updated:	7 October 2026

THE ROLE

The Personal Assistant to the Bishop provides secretarial and administrative support to the Bishop and Diocesan Archdeacon.

The Personal Assistant to the Bishop is a full-time position. However, this may be negotiated.

PURPOSE OF THE POSITION

The Personal Assistant to the Bishop strengthens relationships across the Diocese by enabling timely communications within, and from the Registry. This is achieved by providing secretarial and administrative support.

REPORTING RELATIONSHIPS

The Personal Assistant to the Bishop reports to the Bishop.

MAJOR DUTIES AND RESPONSIBILITIES.

- First point of contact on behalf of the Bishop. Act as the first point of contact for enquiries, maintaining relationships with Ministry Units, the wider Anglican Church, and the public
- Clerical and administrative support to the Bishop including:
 - Diary management
 - Preparation of Bishop's papers for meetings / parish visits, etc.
 - Management of routine administrative tasks and drafting of letters
 - Document management and record keeping
 - Communications with Clergy and Registry staff
 - Process clergy leave requests after approval by the Bishop
- Preparation and Management of correspondence and documents such as letters of appointment, licences, faculties, SRE records, safe ministry compliance documents, etc
- Clerical and administrative support to the Ministry Development Officer and Diocesan Archdeacon as directed by the Bishop, including coordination of vocations and discernment paperwork, meetings and events
- Coordination of travel and accommodation for the Bishop, the MDO/Diocesan Archdeacon and others as directed by the Bishop
- In conjunction with the MDO/Diocesan Archdeacon, manage events held by the Bishop or as directed by the Bishop. The Bishop's PA is encouraged to attend, where possible, the annual LLM Conference/Ministry School, Clergy Conference and Diocesan Synod. The purpose is to liaise with events staff and assist with the smooth running of the event, as well as to be a link between ministers and the Diocesan Office staff
- Coordinate and Manage Locum ministry documentation and communications, including the Locum Tracking document and liaise with the Coordinator of Locums

- For clerical vacancies, co-ordination of Parish Profiles, EOI, CVs and arrangement of Presentation Board meetings and Interviews
- Maintain a register of the Professional Supervision activity of Stipendiary Clergy and Stipendiary Lay Ministers
- Produce the monthly Clergy Update as a Newsletter
- Liaise with Executive Officer Compliance with regard to the management of Safe Ministry documentation and checks
- Undertaking other relevant duties and tasks as directed by the Bishop

Participation in Registry Improvement

- Liaise with the Registrar/ General Manager and other Registry staff on behalf of the Bishop
- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry
- Support an approach that fosters teamwork and consultation

QUALIFICATIONS AND SKILLS

The Personal Assistant to the Bishop will have the following qualities and skills:

1. A sympathetic understanding of and respect for the ethos and values of the Anglican Church of Australia and an appreciation for its mission
2. Strong organisational and time management skills
3. Excellent written and verbal communication abilities.
4. Capacity to take initiative and exercise good judgement, displaying attention to detail and a proactive approach to tasks
5. Demonstrate a high level of integrity, discretion, tact and confidentiality
6. High proficiency in personal computing skills especially relating to Microsoft Office 365 and similar applications
7. Demonstrated understanding of and commitment to the implementation of equity and workplace health and safety principles

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential.

Desirable (but not required) Criteria

- Prior experience in a similar role in an Australian Charity or Not for profit organisation
- Prior experience in providing secretariat support to a governance body
- Membership of the Anglican Church of Australia