

Scottish Episcopal Church

Secretary

JOB DESCRIPTION

Title: Secretary

The role involves general secretarial assistance for the Secretary General and other senior staff in the General Synod Office.

Responsible to:

The Secretary General

Duties:

- 1 To act as a secretary and typist; to handle secretarial functions including typing (particularly audio typing), filing, proof reading etc
- 2 To prepare agendas, minutes and other papers relevant to the Boards and Committees of the General Synod as requested by the Secretary General or other senior staff
- 3 To process grant applications, liaising with the GSO cash room regarding grant payments and liaise with grant recipients, including overseas grant applicants
- 4 To arrange meetings and make other arrangements including travel as necessary
- 5 Where requested to be responsible for the typing and printing of the papers for events such as the General Synod or the annual Church Youth Camp liaising as necessary with others etc
- 6 To work as part of the overall staff team, giving secretarial assistance to other members of the GSO Management Team from time to time as may be needed within the office (including occasional cover for reception or other staff during holidays/sick leave etc.)
- 7 To assist in the arrangements for the General Synod meeting, as required
- 8 To carry out any other duties as required by the Secretary General.

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PERSON SPECIFICATION

The candidate for the post will have drive and enthusiasm and, to a significant extent, be able to work on their own initiative. Particular qualities that are sought in the candidate include:

- (a) Good keyboard skills with attention to detail
- (b) Good administrative and organisational skills; a logical and systematic approach to challenges and opportunities; an ability to take initiative
- (c) Good communication skills (both written and oral) and the ability to deal sensitively and effectively with people at all levels
- (d) An ability to create and sustain productive, long-term working relationships
- (e) Knowledge of, and experience in, the capabilities and applications of IT generally including a good working knowledge of Microsoft Word and a basic knowledge of Microsoft Excel
- (f) A commitment to assisting the Scottish Episcopal Church in its mission and ministry

SECRETARY

Outline Conditions of Service

1 Salary

The salary range will be £13,499 – 17,692 per annum. Placing within the range will be in accordance with relevant experience.

2 Holidays

25 working days leave per year in addition to ten statutory holidays. A maximum of three days leave requires to be taken between Christmas and New Year.

3 Sick Pay Scheme

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

4 Pension Scheme

Employees are eligible to join a non-contributory Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer at the rate of 25.3% per annum (rising to 34.9% in 2010). There is also a Death in Service Benefit. Transfers can normally be arranged from other Pension Schemes if required.

5 Period of Employment

Following satisfactory completion of a three month probationary period, during which a four week notice period applies (otherwise than in the event of gross misconduct), one month's notice on either side will apply.

6 Retirement

The age of retirement for both men and women members of staff is 65 years.

7 Allowances

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 40 pence per mile).

8 Hours of duty

35 hours per week (normal office hours are from 8.45 to 5.00 pm Monday to Thursday and 8.45 am to 3.45 pm on Friday).

There may be occasions when it is not possible to confine working hours to these times and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain but a flexi-time system operates allowing for some appropriate time off in lieu.

9 Location

The normal place of work is the General Synod Office at 21 Grosvenor Crescent, Edinburgh.