



The Episcopal Diocese of Jerusalem
Post Office Box 19122
20 Nablus Road
Jerusalem 91191
Via Israel

t. +972 2 627 1670

f. +972 2 627 3847

Bishop@j---diocese.org

<http://www.j---diocese.org/>

JOB DESCRIPTION

Personal Assistant to the Archbishop

(Voluntary position)

Introduction

The Anglican Archbishop in Jerusalem has responsibility for ministry in 5 countries – Lebanon, Syria, Jordan, Palestine and Israel. With his recent election as President Bishop (Primate) of the Episcopal Province of Jerusalem and the Middle, the Archbishop has additional responsibilities to oversee the ministry in the Province and engage with the Anglican Communion. His PA is critical to ensuring the smooth running of his office, from liaising with key staff, such as the Archbishop's Chaplain, Chief Accountant and Programs Director to ensuring excellent communication with the many interested parties and partners of the Diocese of Jerusalem.

Key qualities for this role include excellent communication, a sense of humour and enjoyment of dealing an incredible range of different subject matters, which fall on the Archbishop's desk.

Key responsibilities

- To ensure the smooth running of the office, through ensuring the Archbishop is kept abreast of all relevant communications as well as any local or global incident
- To work closely with, and in harmony with, the Archbishop's Chaplain, including meeting with the Chaplain on a day-to-day basis
- To have weekly meetings with the Archbishop
- To respond to letters and emails and other communications expeditiously and to prioritise all correspondence (with the aim that all correspondence is answered within 48 hours)
- To keep the Archbishop's diary up-to-date

- To liaise with key Diocesan and Provincial partners
- To keep up to date files on all matters, and the filing to be clear and chronological.
- To be able to take minutes in a timely and coherent manner
- To be able to transcribe written notes by the Archbishop (such as sermons)
- To be computer literate
- To oversee the publication of the monthly Diocesan newsletter
- To take photos of visiting groups
- To keep confidential all matters relating to the Archbishop's office

Expenses

- The position is voluntary
- All expenses related to accommodation will be met by the Diocese
- A telephone will be provided along with Wi-Fi
- One flight to and from the individuals home country will be provided
- The Diocese makes all Visa applications.
- Medical insurance is the responsibility of the postholder

Leave and working hours

- Working hours are normally Monday to Friday, 9am to 4pm,
- 28 days leave per year
- 5 days retreat

Person Specification

- Excellent telephone manner and communicator.
- Ability/willingness to learn and adapt to multi-cultural environment
- Experience of working in a demanding office environment both within a team and across departments.
- Ability to prioritize and to keep a complex filing system in order.
- To engage in a Church environment.
- Willing to learn and adapt to a different culture.
- Willing to be an active member of the congregation at St George's Cathedral
- Willing to work in an environment with cats: the Archbishop keeps cats and lives above the office
- Willing to learn Arabic (*but not essential*)