



**Christ  
Church  
Cathedral**  
Dublin

The Cathedral of the Holy Trinity  
Founded c.1030  
Christ Church Cathedral  
Christchurch Place,  
D08 TF98, Ireland

Tel +353 (01) 677 8099  
welcome@christchurch.ie  
christchurchcathedral.ie

## Personal Assistant to the Dean of Christ Church Cathedral

<b>Responsible to:</b>	The Dean
<b>Location:</b>	On-Site
<b>Employment type:</b>	Part Time Temporary, 12 month fixed term contract
<b>Hours:</b>	20 hours per week (occasional evening/weekend work may be necessary)

### 1. The Cathedral and its context

Christ Church Cathedral (founded c.1028) is the spiritual heart of the city, an Anglican Cathedral, a registered charity and one of the most-visited heritage sites in Dublin. Christ Church Cathedral is a vibrant space with a diverse team of skilled personnel, made up of clergy, employees and volunteers who work alongside each other.

Due to its prominent city centre location in Ireland's capital city, the cathedral welcomes visitors and pilgrims from all over the world and it is their financial contribution to this sacred space that permits the cathedral to thrive.

### 2. The Cathedral's Vision and Values

The Cathedral's Statement of Strategy (2024) sets out the Mission and Values of the Cathedral.

#### Our Mission

*"To be a welcoming, sacred space and place of prayer, with the love of God at its heart"*

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## Our Values

*Faithfulness*

*Integrity*

*Welcome*

*Stewardship*

We understand and express our values thus:

**Faithfulness** to our belief in God, to the grace and dignity of every human being, to our beliefs and prayerful mission, and to our enduring choral and liturgical traditions.

**Integrity** in all our dealings with one another, with visitors, and with all with whom we interact in the course of undertaking our work on behalf of the Cathedral.

**Welcome** to all who visit to pray, or simply to experience the richness of the Cathedral in its architecture, history or artefacts. Warmly embracing diversity and the richness of God's creation in all.

**Good stewardship** in all our affairs – be it financial, care of our built heritage, our historic artefacts, our services to others and our obligations to care for the environment.

### **Purpose of Role:**

To provide efficient administrative support to the Dean

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## **Areas of Responsibility**

- Proactively carry out administrative duties in a timely manner with attention to detail including; diary and calendar management, meeting organisation and document management.
- To work closely with the Dean daily in ensuring the smooth implementation of his schedule
- To provide the Dean with the appropriate level of pre-meeting information in line with achieving best use of his time
- Assistance with preparing service sheets and other liturgical material
- Organising travel arrangements including booking flights, accommodation, trains and taxis
- Providing communication and support to the wider team as goals and deadlines are set
- Collating and distributing agendas and briefing documentation for meetings
- Coordinating and Planning regular Senior Management team meetings and minute taking during these meetings
- Assisting with other ad-hoc administrative and project requirements as needed
- First point of contact regarding baptism, wedding or funeral enquiries

## **Personal Specification**

- Excellent PC skills with advanced knowledge of The Microsoft Suite.
- A minimum of 2 years' experience as a PA supporting Senior Management
- Excellent communicator, both written and verbal.
- High attention to detail
- Flexible, innovative, accurate, capable of working on their own initiative and as part of a team.

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- Fluency in English and the ability to communicate with accuracy in both in writing and verbally.

### **Desirable**

- An understanding of the structures and liturgy of the Church of Ireland

### **Skills and Attributes**

- Demonstrated ability to deliver quality work in a timely manner
- A high level of integrity and trust with confidential information
- Approachable and highly professional in manner, with all levels of staff, volunteers and congregation within the organisation
- Respect for the Ethos of the Organisation.

### **Application Process**

Application closing date is Monday 8<sup>th</sup> April 2024

#### **APPLICATION PROCESS**

Please send a cover letter and CV.

#### **Applications should be sent to:**

Paula Hennessy

HR Manager,

Christ Church Cathedral,

Hr@christchurch Place,

Dublin 8

**Or by email:** [careers@christchurch.ie](mailto:careers@christchurch.ie)

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