PUSEY HOUSE, OXFORD

Executive Assistant to the Principal

Part-Time Appointment

Principal	**The Revd Dr George Westhaver**
Location	Pusey House, St Giles', Oxford
Hours	0.6 FTE, 22.5 hours
Reporting to	The Principal
Working relationships	The Chaplain, The Administrator, The Custodian of the Library, The Matraszek Fellow, The Steward, House staff, Trustees, St Cross Fellows, clergy, benefactors and external stakeholders

The Role

Pusey House is seeking an exceptional, experienced Executive Assistant to provide high-level, part-time support to the Principal, the Revd Dr George Westhaver.

This is a new role, supported by the Trustees of Pusey House, a senior and trusted appointment, ideally suited to someone who has undertaken a similar role in a collegiate university, higher education, the Church, or the charitable sector.

Sympathy with the Christian and Anglo-Catholic character and work of Pusey House is essential.

The role requires considerable discretion, sound judgement, excellent organisational skills and a thorough understanding of the demands of senior academic, ecclesial and institutional life.

Working closely with the Principal, the Executive Assistant will manage his diary, correspondence, engagements and key relationships, ensuring that his time is used effectively and that important matters are dealt with promptly and appropriately.

As this is a part-time position, the successful candidate will need to be particularly adept at prioritising work, anticipating requirements and managing responsibilities independently. The emphasis will be on the quality of support, rather than simply the number of hours worked.

Key Responsibilities

1. Management of the Principal's Office

- Manage and prioritise the Principal's diary, appointments and engagements.
- Act as a principal point of contact for those seeking access to the Principal.
- Anticipate forthcoming commitments and ensure that the Principal is appropriately briefed and prepared.
- Exercise judgement in managing competing demands upon his time.

- Maintain effective systems for tracking correspondence, decisions and follow-up actions.
- Deal independently with progressing work and decisions within agreed parameters.

2. Correspondence and Communications

- Manage and prioritise incoming correspondence.
- Draft letters, emails, invitations and acknowledgements on the Principal's behalf.
- Prepare and proofread formal correspondence and other written material.
- Liaise with senior academics, clergy, Trustees, benefactors and other contacts.
- Handle sensitive and confidential communications with complete discretion.

3. Institutional and Strategic Support

- Assist the Principal in progressing his key institutional priorities. This may involve taking on projects relating to the work of Pusey House more generally.
- Prepare briefing notes, meeting papers and relevant background information.
- Coordinate follow-up actions arising from important meetings.
- Support communications with Trustees, clergy, St Cross Fellows and other senior figures associated with Pusey House.
- Assist with sensitive institutional matters where appropriate.

4. Development and External Relations

- Support the Principal in maintaining relationships with benefactors, supporters and other Friends of Pusey House.
- Coordinate meetings and engagements associated with fundraising and development.
- Draft appropriate correspondence and acknowledgements.
- Maintain confidential records of key contacts and commitments.
- Work with colleagues to ensure that the Principal's involvement in development activities is well coordinated.

5. Academic and Ecclesiastical Engagements

- Coordinate academic, theological, ecclesiastical and public engagements.
- Liaise with Oxford colleges, University departments, bishops, clergy and other institutions.
- Prepare itineraries, briefing papers and arrangements for external commitments.
- Assist with arrangements for distinguished visitors and significant institutional occasions.

6. Meetings and Hospitality

- Arrange meetings, lunches, dinners and other engagements hosted by the Principal.

- Coordinate invitations, guest lists and associated correspondence.
- Work with the Administrator and other House staff on practical arrangements.
- Ensure that hospitality associated with the Principal's office reflects the standards and traditions of Pusey House.

Working Arrangements

The role is 0.6 FTE, 22.5 hours, normally worked over four days, with an expectation that at least some portion of two or three days will be on site in Oxford, with the option of working one of the four days from home. Some flexibility will be required to attend significant meetings and events by prior arrangement. A higher proportion of on-site working will be expected during induction, and the hybrid arrangement will be reviewed after three months.

Working hours will be agreed with the successful candidate. Some flexibility may occasionally be required for important meetings, visitors and institutional events, with any adjustments to working hours agreed in advance.

The Executive Assistant will be expected to manage their workload independently, identifying priorities and ensuring continuity of support during periods when they are not working.

Relationship with the Administrator

The Executive Assistant will work closely and collaboratively with the Administrator, ensuring effective communication and coordination between the Principal's office and the wider operations of Pusey House.

Responsibility for the day-to-day management of the House, including finance, property, compliance, staffing administration and general operations, will remain with the Administrator and other designated officers.

Person Specification

Essential

- Excellent organisational skills and the ability to manage a demanding workload within part-time hours.
- Exceptional written and verbal communication skills.
- Proven ability to draft polished and sensitive correspondence.
- Absolute discretion and sound judgement when handling confidential matters.
- Confidence in dealing with senior academics, clergy, benefactors and distinguished visitors.
- Ability to work independently, anticipate requirements and exercise initiative.
- Excellent IT and administrative skills.

- Ability to use and work with AI tools and support.
- A calm, diplomatic and professional manner.

Desirable

- Previous experience working in a similar role in higher education, the collegiate university, the Church, or the charitable sector would be advantageous.
- Familiarity with Oxford collegiate structures, traditions and etiquette.
- Experience of development, fundraising or benefactor relations.
- Understanding of the Church of England and the academic and ecclesiastical environment in which Pusey House operates.

Personal Qualities

The successful candidate will be intelligent, discreet, highly organised and confident, able to take initiative, and with an instinctive understanding of how to support a senior institutional figure.

They will combine excellent professional standards with warmth, tact and an ability to build positive working relationships.

Above all, they will be someone whom the Principal can trust to manage his office with efficiency, good judgement and a minimum of supervision.

About Pusey House

Pusey House occupies a distinctive position within Oxford, bringing together worship, theological scholarship, pastoral formation and hospitality in the catholic tradition of the Church of England.

The Executive Assistant will play an important role in supporting the Principal's leadership of the House and his relationships with the University, the Church and the wider community of supporters and benefactors.

This is an opportunity for an experienced professional to contribute meaningfully to the life of a distinctive Oxford institution through a flexible, senior part-time appointment.