

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE	Inclusion and Projects Coordinator
LINE MANAGER	Director of People and Safeguarding, with day-to-day supervision from the Disability Advisor.
SALARY	£28,822 per annum (pro rata for 3 days a week = £17,293)
HOURS	21 hours per week (over 3 or 4 days per week)
DURATION	This is a 6 month fixed term contract
LOCATION	Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese. Travel expenses will be reimbursed in line with the Diocesan Expenses Policy.

JOB SUMMARY

This role is part of the People and Safeguarding Directorate, which comprises four distinct workstreams: Human Resources, Safeguarding, Inclusion (widening participation), and Volunteer Strategy. The post holder will provide project coordination and administrative support, with a particular focus on supporting the Inclusion (widening participation) Team for up to two days per week. The remaining day will be dedicated to HR and Safeguarding project work, including involvement in, HR operations, payroll processes and safeguarding innovation initiatives.

The role is managed by the Director of People and Safeguarding, with day-to-day supervision from the Disability Advisor.

Whilst no two weeks are likely to be exactly the same your time will generally be spent with:

- Up to two days (14 hours) per week: Supporting the Inclusion Team through coordination, administration, training support, and project delivery.

One day (7 hours) per week: Supporting HR and Safeguarding projects, including operational HR tasks, payroll-related administration, safeguarding innovation work, and cross-directorate project coordination.

KEY RELATIONSHIPS

- Inclusion Team
- HR Team (including payroll)
- Safeguarding Team
- Finance Team
- Bishops' Offices
- Clergy and Lay Ministers
- Volunteers and external stakeholders

SAFEGUARDING

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

MAIN RESPONSIBILITIES

Inclusion Team Support (approx. two days per week)

- Acting as the primary point of contact for the Inclusion Team, managing inboxes and handling sensitive enquiries with discretion and empathy.
- Providing administrative support to Inclusion Team members, including the Disability Adviser/Dean of Women's Ministry, Mental Health Adviser, Older People's Mental Health and Dementia Adviser, and Chaplain with the Deaf Community.
- Organising training events and conferences: booking venues, arranging catering, managing bookings, liaising with trainers, processing invoices, and collating monitoring information to establish impact.
- Maintain and update Inclusion Team pages on the Diocesan website.
- Prepare and update training materials, handouts, and resources.
- Take notes at internal and external meetings.
- Support team members with spreadsheets, training logs, course bookings, and technical administration.
- Coordinate the Neurodiversity Training Programme, including scheduling courses and supporting the training team.
- Maintain records of churches engaged with schemes such as the Sunflower Hidden Disability Scheme, Anna Chaplaincy, and Dementia Friendly Church Award.

- Administer church self-audits, collate data, respond to churches, and liaise with the Buildings Team.
- Act as coordinator for the Safeguarding Innovation Project, including booking interpreters and facilitating meetings.
- Assist in preparing publicity and information materials for Inclusion Team initiatives.

HR and Safeguarding Project Support (approx. one day per week)

- Support HR Operations through administrative tasks, coordination of processes, and involvement in payroll-related activities (e.g., data collation, liaison with Finance, maintaining records).
- Assist with safeguarding-related projects, including innovation initiatives, data tracking, and coordination of meetings or training.
- Contribute to cross-directorate projects that strengthen people-related processes, wellbeing initiatives, and compliance with national Church of England requirements.
- Provide project support to the Director of People and Safeguarding, including research, data collation, and preparation of materials for meetings.
- Support the development and implementation of systems and processes that improve efficiency across HR and Safeguarding workstreams.
- Collaborate with HR colleagues on operational tasks such as onboarding administration, training coordination, and maintaining accurate personnel records.

Cross-Team Responsibilities

- Participate fully in staff meetings, contributing to planning and development.
- Collaborate with colleagues across the Diocese, supporting broader team goals and initiatives.
- Share in the organisation and coordination of cross-team events and communications.

Person Specification - Inclusion Team Coordinator

Experience	
Essential - Proven experience in an administrative or coordination role. - Experience of working in a busy office environment. - Experience of servicing meetings and note taking. - Experience of managing multiple administrative tasks and simultaneous priorities.	Desirable - Experience of organising courses or events. - Passion for inclusion, diversity, equity, and racial justice. - Experience in HR or safeguarding environments. - Experience of using a staff database
Education and Qualifications	
Essential - Educated to A-Level or equivalent experience in business administration. - Evidence of ongoing professional development relevant to administration or people-focused work.	Desirable - Learning or certification related to disability awareness, neurodiversity, mental health, or inclusive church practice. - HR-related training (e.g., GDPR/data protection, recruitment, employment law basics).
Skills / Ability	
Essential - Excellent interpersonal and communication skills. - Strong written communication. - Ability to handle confidential matters sensitively and with discretion. - Ability to manage a varied workload and work with minimal supervision. - Strong organisational skills and attention to detail. - Ability to work under pressure and meet deadlines. - Confident IT skills, particularly Microsoft Office, and willingness to learn new systems. - Confident in the use of AI - Ability to build positive working relationships with colleagues, Parish Officers, clergy postholders, lay ministers, and volunteers. Confident in IT skills, particularly Microsoft Office (Outlook, Word, Excel, PowerPoint) and willingness to learn new programmes	Desirable - Understanding of the parish system and the wider organisation of the Diocese - Familiarity with preparing content for website pages
Personal	
Essential - Friendly, confident, and approachable. - Professional, tactful, and diplomatic. - Caring and sympathetic while maintaining professional boundaries. - Positive, can-do attitude and good humour. - Respectful and comfortable with the Christian ethos and objectives that underpin our work.	Desirable - Strong interpersonal skills, with the ability to engage positively and productively with a range of staff and stakeholders. - A passion for making a difference and an interest in fundraising for charities.

To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description.

July 2026