**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Mission and Ministry Team Administrator |
| **LINE MANAGER** | Adviser for Ordinands and Vocations  |
| **SALARY** | £29,213 per annum |
| **HOURS** | 35 hours  |
| **DURATION** | This is a permanent contract for a full-time role |
| **LOCATION**  | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YUThere may be the occasional need for out of normal office hours working (e.g. to attend meetings), 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. |

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| **JOB SUMMARY** |
| To provide comprehensive administrative support to the Mission and Ministry Support Team and thereby assist in its work of resourcing mission and ministry in the Diocese. |

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| **KEY RELATIONSHIPS**  |
| * Ministers (ordained and lay), ordinands and volunteers in churches of the Diocese of Bristol
* Mission and Ministry Support Team
* Other Diocesan Support Services staff
* Bishops Offices and Secretaries
* Bishop’s Staff Members
* Cathedral Staff
* Diocesan Registry
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**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.

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| **MAIN RESPONSIBILITIES**  |
| **SUPPORTING MISSION AND MINISTRY SUPPORT TEAM*** Provide administrative support for the team members and in particular the Adviser for Ordinands and Vocations; the Adviser for Curacy and Fresh Expressions of Church; and the Adviser for Parish Development
* Be part of the administrative support for the M&MS Team, working collaboratively with two other administrator colleagues and covering work where necessary
* Act as a point of contact for all admin related internal and external enquiries for the department.
* Responsible for ordering supplies/resources (stationery, books, etc.) for the Mission and Ministry Support Team. Also responsible for loaning resources to external stakeholders.
* Assist in arranging hospitality for in-house events when required.
* Answering incoming phone calls, welcoming visitors and acting as front of house for the Diocese when necessary.
* Maintain Mission and Ministry Support Team pages on the Diocesan website.
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| **VOCATIONS AND ORDINANDS*** Support the work of the Adviser for Ordinands and Vocations by offering general administrative support
* Help design, implement and run systems and structures to support the vocations processes for lay and ordained ministry in the Diocese of Bristol
* Administer the Discernment Days programme, including organising papers for panel members, arranging dates and venues, liaising with candidates and panel members, and providing hospitality & front of house support for these days
* Administer workshops, promotional days and teaching events.
* Enable the use of Stage 1 and Stage 2 panels, booking candidates onto them and enabling the DDO and sponsoring bishop to access results
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| **CURACY*** Support the work of the Adviser for Curacy by offering general administrative support
* Support and administer the organisation of training and networking events
* Support the training of curates and training incumbents and the assessment of curates
* Maintain records of curates and training incumbents
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| **PARISH DEVELOPMENT*** Support the work of the Adviser for Parish Development by offering general administrative support
* Support and administer the organisation of training and networking events
* Liaise with parish officers, including Associate clergy, Church Wardens, Licensed Lay Minsters, and volunteers to support work in vacancies
* Co-ordinate with Archdeacons team to support the Adviser’s work with parishes in vacancy
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| **NEW CHRISTIAN COMMUNITIES*** Support the work of the Adviser for Fresh Expressions of Church by offering general administrative support
* Support and administer the organisation of training and networking events
* Design and implement systems to support the growth and development of New Christian Communities, including the payment of Seed Corn Grants
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| **FINANCE*** Process invoices for the team
* Process payment runs for the team, including the credit card
* Administer the Seed Corn Grant process
* Be able to support and administer finances relating to ordinands in training
* Support with budgeting for Team
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| **SAFEGUARDING*** Act as document checker for DBS applications.
* Assist with safeguarding work in Mission and Ministry Support Team
* Liaise with Diocesan Safeguarding Team regarding safeguarding and DBS queries.
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| **OTHER*** Play a full part in the work of the Mission and Ministry Support Team, including Team meetings and sharing electronic calendars.
* Support other colleagues in the Mission and Ministry Support Team, contribute to the wider work of the Team
* Work collaboratively with other colleagues within the Diocese and support wider work as requested and agreed with your line manager
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| **MISSION AND MINSIRTY TEAM ADMINISTRATOR PERSON SPECIFICATION**To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. |
| Attributes | Essential  | Desirable  |
| Experience  | * Experience and proven ability in designing and administering new systems
* Experience of managing successful, long-lasting relationships.
* Considerable and proven experience in an administrative role.
* Experience of working in a busy office environment
* Experience of servicing meetings and able to take minutes.
 | * Experience of organising and courses and booking meetings
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| Education/ Qualifications  | * Educated to A Level or equivalent experience in related role.
 | * Knowledge or experience of working within church structures
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| Skills/ Ability  | * Excellent interpersonal / communication skills
* Good standard of written communication
* Ability to exercise discretion in dealing with confidential or sensitive matters
* Ability to work effectively as part of a team
* Ability to manage a varied workload
* Ability to work with minimal supervision and to prioritise own workload
* Ability to work under pressure and to deadlines
* Excellent organisational skills and ability to multi-task
* Accuracy and attention to detail
* Ability to develop good working relationships with colleagues, clergy, lay ministers and volunteers
* Excellent IT skills, particularly Microsoft Office (Outlook, Word, Excel, PowerPoint) and willingness to learn new programmes
 | * Understanding of the parish system and the wider organisation of the Diocese
* Ability to edit website pages
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| Personal  | * Friendly, confident and approachable manner
* Caring and sympathetic whilst remaining professional
* Tactful, patient and diplomatic
* Can-do attitude and good-humoured
* Supportive of the Christian objectives and ethos of the Diocese of Bristol
 | * 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.
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**Date:** August 2025