



Job Description for: **Administrator/PA** Priority Communities Network, East Bristol Mission Area

JOB SUMMARY: The Administrator/PA will support clergy, PCCs and lay teams with logistical planning and organisation of two parish churches that are part of the Priority Communities Network (PCN) in East Bristol (Easton & Eastville). The post holder will also support the lead incumbent who serves across the East Bristol Mission Area (EBMA) which comprises of St Anne's Eastville; All Hallow's Easton; Easton Christian Family Centre; & Hazelnut.

This is part of an exciting transformation programme that is investing in, and exploring, new ways to support and enable the growth of churches in our Priority Communities. We're looking for an Operations Hub Manager with excellent administrative and organisational skill, who is flexible and adaptable, and invested in this growth programme.

REPORTS TO:

- Line managed by: Rev Emma Langley, (Priest-in-Charge, St Anne's Church, Eastville, and EBMA Lead).
- Task management: Shared with representatives from All Hallows, Easton for the 5 hours allocated to that parish.
- The PCN Project Manager will be the Diocesan PCN Team point of contact & support.

TERMS: Salary: £28,000 to £30,900 FTE, (Actual £14,924 to £16,470 based on 0.533 FTE), depending on experience.

This is a fixed term contract funded until 31st Dec 2028. The role is 20 hours per week. The employer is St Anne's Church Eastville. The role is split between supporting and serving St Anne's, Eastville (5hrs); All Hallows, Easton (5hrs); and the wider work of the EBMA Lead (10hrs).

There will be the need for some out of normal office hours working (e.g. to attend some PCC meetings/parish events), for which time off in lieu will be granted. The role will involve working from, and travel across the above parishes, and wider Diocese, so the ability to travel as necessary will be required. Travel expenses will be reimbursed in line with the PCC's Expenses Policies.

This role involves working in environments with adults at risk of harm and children and therefore the position holder will be required to have a basic DBS check.

KEY RELATIONSHIPS:

- Clergy, PCCs, Lay Leaders, church administrators, and church members in the East Bristol Mission Area
- Diocese of Bristol Priority Communities Network Team.
- Diocese of Bristol Transformation Team
- Other PCN Operations Hub Managers
- Diocesan Mission and Ministry Support Team, and the Adviser for Parish Development



KEY RESPONSIBILITIES

Finance

- Research and submission of grant funding applications and subsequent monitoring reports.
- Oversight and management of PCN funded ministry budget alongside Vicar & Treasurer.
- Supporting the provision of financial reports for the PCCs and the Diocese PCN and Mission & Ministry Teams.
- Updating and maintaining the financial regulation policies.

Operations

- Support the churches to be compliant in safeguarding, health and safety, accessibility, insurance, and data protection, establishing policies and procedures and effective monitoring as required.
- Supporting church teams with planning, co-ordinating and delivering church & community events.
- Being a welcoming, compassionate presence when working in the parish offices, offering appropriate pastoral support for those coming to the office who may be bereaved or need signposting for other support.
- To offer basic support and guidance about Christian weddings, funerals and baptisms.

Facilities and Buildings

- Supporting the parish clergy, church wardens with the management of the buildings; including liaising with contractors, utility providers, waste removal and cleaning companies.
- Co-ordinate building projects, general repairs and maintenance, where required.

Governance & HR

- Supporting volunteers in the development of relevant skills to support church activities.
- Supporting parish officers with reporting to the Diocese on finances and statistics.
- Supporting the preparation of reports for Annual Parochial Church Meetings.
- Organising induction and training to ensure churches maintain a safe environment, including fire, H&S, policies, systems, etc.
- Attending PCC meetings where needed.

Communications

- Supporting the vicar and lay leaders with management of marketing communications channels including emails, social media, events calendar, and website.
- Creation of marketing and communications media.
- Undertaking audits within the church and community to identify and develop gifts and sources of support.



Priority Communities Network

- Working with the Diocese PCN Project Manager and parish teams to capture metrics and measurements across agreed areas of activity.
- Playing an active part in the PCN Operations Hub Managers' Network, attending the regular meetings, sharing learning, and being willing to adapt and develop the role of Operations Hub Manager in light of this shared learning.

Mission Area

Connecting and supporting church communities in mission by:

- Enabling Mission Area events and activities to develop and run
- Working with the Mission Area Lead, clergy, and lay leaders to enable shared mission activity
- Enabling the Mission Area Lead by taking on administrative activity to release her for other missional activity

Person Specification

Experience	
Essential Criteria	Desirable Criteria
• Creation and management of social media content. • Budget management • Project management experience • Writing and implementing policies • Grant writing & review	• Practical experience working in an Anglican church • Management of church database software (ie. ChurchSuite) • Experience of DBS application process • Understanding of Church of England structures.
Skills and Abilities	
Essential Criteria	Desirable Criteria
• Able to prioritise competing demands. • Excellent computer literacy, with good knowledge of MS Office packages. • High attention to detail • High level of confidentiality • Use of Canva or other software for the creation of advertising and social media. • Website management • Able to work on own initiative, to identify problems and find solutions quickly. • Practical and able to learn new skills as required.	• Strategic thinker



Personal	
Essential Criteria	Desirable Criteria
- To be respectful and comfortable with the Christian ethos and objectives that underpin our work - A heart for local churches particularly in areas of social disadvantage - Self-motivated - Flexible and adaptable - Good interpersonal skills	Understanding of the challenges faced in areas of high deprivation
Other	
Essential Criteria	Desirable
- Flexibility to work some evenings and weekends. - Ability to travel as necessary across the EBMA and Diocese	

Safeguarding

The Parish churches and Diocese of Bristol are 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.

If you would like further details, or to talk through any questions regarding this role, please contact: Rev Emma Langley, by emailing her at: emmalangley02@gmail.com

How to apply

Applications should be made by completing the application form, which is available at: <https://www.bristol.anglican.org/aboutus/vacancies-xdb/parish-vacancies/>

Send all applications to: jobs@bristoldiocese.org

Closing date: **Monday, 7th September 2026 at 9:00am**

Interviews are expected to be on: **17th or 18th September 2026**

The Diocese of Bristol is committed to being a fair, respectful, and inclusive organisation. We believe that diversity enriches us and are dedicated to the promotion of equality where all are able flourish. Disabled people, and those from global majority heritage are currently under-represented in our organisation and we welcome applications from within these groups.



St Anne's Eastville

"A church building sanctuary for all"



There is a strong community focus in Eastville, which has seen regeneration over recent years: yet there remain high levels of poverty, deprivation and social inequality which means the parish is part of the Priority Communities Network (PCN) within the Diocese.

"What I love about St Anne's: It is open and welcomes all. It is an enabling community. It is unassuming. It reaches out to many people." (a member of the Gathering group)



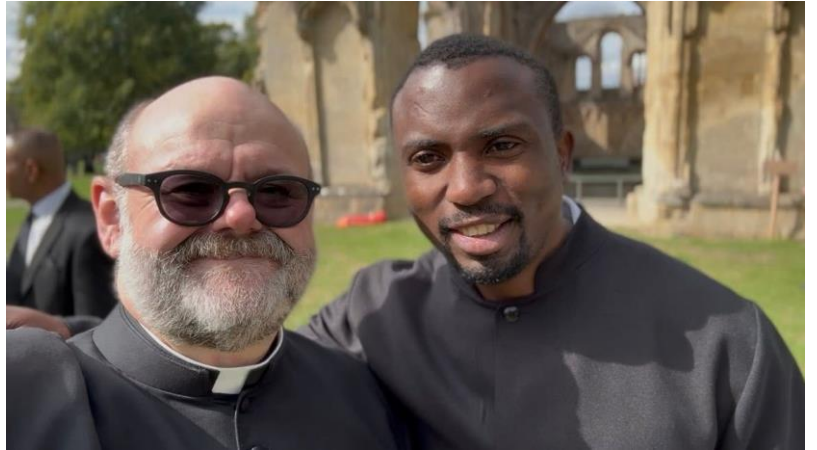
St Anne's is blessed with a large garden, which is a joyful place for the community to gather, and it adds to our vision to be a place of sanctuary. The garden is home to, and managed by, Hazelnut Community Farm. In addition, we have a well-used church hall annexed to the church building. We regard the buildings as a community asset that we hold as stewards. On average 250 – 300 people use our facilities every week, which is a great opportunity to engage with families, young people, and other members of the local community.

We are located in a diverse area with a group of fantastic, committed volunteers which outnumbers the staff team! We couldn't do what we do without them, so be assured that you will be joining a passionate and committed team that genuinely cares for the people in this neighbourhood!



All Hallows' Church, Easton

We are a friendly, diverse, inner-city parish church, worshipping Jesus Christ, in the catholic tradition of the Church of England. If you are new to faith, new to the area or just exploring, we will be very happy to welcome you.



We hope to be a faithful and friendly congregation so our celebration of the Mass is reverent but not stuffy. We use traditional liturgy with a cross-section of music from across the centuries of Christian tradition, usually accompanied by our organist. Most of the congregation meet for tea and coffee and biscuits in the vestry hall after Mass on Sunday.



Funding

This funding for this role is being provided by the Bristol Diocese through the Priority Communities Network and to support the East Bristol Mission Area.