

## **Mission and Ministry Support Team Administrator**

*Do you have the skills, passion, and creativity to support mission and ministry in the Diocese of Bristol?*

**Hours:** 35 hours per week (full-time)

**Salary:** £29,213 per annum

**Location:** Located at our Diocesan office in Stoke Gifford with an opportunity to explore hybrid working arrangements.

### **The Organisation:**

The Diocese of Bristol is the part of the Church of England that serves Bristol and Swindon. There are more than 200 churches in the Diocese, led by hundreds of clergy. In addition, around 15,000 children and young people attend our 72 church schools.

This is an exciting time within the Diocese as we are inspired by a fresh vision to encourage and resource church and community through a collaborative programme called Transforming Church. Together. We want to understand what we do well, what we can change for the better and how to create a positive way forward together.

### **Role Overview and Duties**

- 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.
- In particular to support the work of vocations, curacy, new Christian Communities and parish development in the Diocese of Bristol

### **Desired Skills and Experience:**

The Team Administrator will be an experienced and skilled worker with the ability to design and run systems, support colleagues and engage positively with people.

For an informal conversation, please contact [jobs@bristoldiocese.org](mailto:jobs@bristoldiocese.org)

**Closing Date:** 9th June 2025

*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 to flourish. Disabled people, and those from global majority heritage are currently under-represented in our organisation and we welcome applications from within these groups.*