

Volunteering Admin Co-ordinator

Hours: 17.5 hours per week (Part time)

Salary: £29,213 per annum (£14,607 pro-rata)

Location: The Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU

Duration: 3 years fixed term contract

The Volunteering Admin Co-ordinator will play a vital role supporting the Volunteer Adviser to deliver our volunteer strategy, which forms part of our wider strategic work to Transform Church.Together. Reporting directly to the Volunteer Adviser you'll support volunteering within the Diocese through your strong organisational and communication skills.

You'll work with volunteers, volunteer recruiters and clergy across the Diocese, often being the first point of contact. You'll assist in producing and setting up reports and surveys, guide staff in Parishes through volunteer processes and resources and help organise events, meetings and training. You need to be passionate about the difference volunteers can make and be able to communicate with people from all walks of life.

Key Responsibilities include:

- Serve as the first point of contact for both the Volunteering Team, handling sensitive queries with discretion and empathy.
- Provide administrative support for projects, events, reports, surveys and training programmes led by the team.
- Maintain and update Volunteer pages on the diocesan website and promote opportunities through external sites / resources.
- Organise and manage logistics for meetings, events, training sessions, and conferences (e.g., booking venues, coordinating catering, preparing materials).
- Assist with planning and promoting key initiatives such as; surveys of volunteers and staff, volunteer enquiries, requests for volunteers, the implementation of new databases and processes.
- Develop promotional materials for volunteer recruitment, training and events, including flyers, surveys, useful information and handouts.
- Manage / develop online resources and content for the Volunteering Team.

The role also offers a great opportunity to go out and meet those in the Diocese who work with volunteers and the volunteers themselves. Meeting those in local Parishes and building positive relationships whenever you have contact with them.

The Organisation:

The Diocese of Bristol is the administrative area of the Church of England that covers 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. The Diocese has over 3000 volunteers supporting their local Parishes and communities.

This is an exciting time within the Diocese as we are collaboratively shaping a new vision and set of priorities for the coming years in a process 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. You'll be a vital part of this.

Desired Skills and Experience:

- Passion for volunteers and the difference they can make in their local community and Parish.
- Able to work within a changing environment, adapting practices and processes to support the organisation.
- Excellent and demonstrable IT knowledge, including knowledge of the use of Microsoft Office Suite, especially Outlook, Word, Excel, Sharepoint.
- Experience organising courses and book meetings.
- Excellent communication skills, both oral and written.
- Strong interpersonal skills, with the ability to engage positively and productively with a range of staff and stakeholders.

If you would like further details about the role, please contact humanresources@bristoldiocese.org

Closing Date: midnight on 28th July 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 flourish. Disabled people, and those from global majority heritage are currently under-represented in our organisation and we welcome applications from within these groups.