

Administrator/PA

Priority Communities Network/East Bristol Mission Area

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

Hours: 20 hours per week (Some flexible working can be considered.)

Contract: Fixed term until 31 December 2028

This is an important role that will be an integral 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 in East Bristol.

We're looking for a person with excellent administrative and organisational skills, who is flexible and adaptable, and invested in this growth programme.

The role

The Administrator/PA will support clergy, PCCs and lay teams with fundraising, finance, communications, logistical planning and organisation of St. Anne's, Eastville and All Hallow's, Easton that are part of the Priority Communities Network (PCN). The post holder will also support the lead incumbent who serves across the East Bristol Mission Area (EBMA), which comprises of the above parishes plus Easton Christian Family Centre and Hazelnut Community.

How to apply:

Download the Job Description/Person Specification and Application Form here: [Administrator/PA Priority Communities Network/East Bristol Mission Area - Diocese of Bristol](#)

Please read the Job Description and Person Specification - if this sounds like you, we'd love to hear from you! To arrange an informal discussion about the role or a visit in advance of applying, email Rev. Emma Langley (Priest-in-Charge, St Anne's Church, Eastville, and EBMA Lead) **after 17th August.**

Please apply by completing the application form via the link above (no CVs please), and send completed applications to: jobs@bristoldiocese.org

Deadline: Closing date for applications - **Monday 7th September at 9:00am**

Interviews: We expect to hold interviews on **17th or 18th September**

This post is subject to the applicant having the right to work in the UK, satisfactory references.

We are committed to being a fair, respectful and inclusive organisation. We believe that diversity enables us to thrive and develop and we are committed to race equality, welcoming applications from all under-represented groups.

Please note that we are unable to accept international applications requiring a visa.