



Administrative Assistant  
(fixed term 1 year)



DIOCESE OF  
**Bath & Wells**

Living and telling the story of Jesus

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## Dear applicant

Thank you for your interest in the post of Administrative Assistant . This post is to provide administrative support for with 3 key pieces of strategic work within our Education and Ministry and Mission Development teams

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact Julia Hill, Head of Mission Support and Ministry Development via email [julia.hill@bathwells.anglican.org](mailto:julia.hill@bathwells.anglican.org)

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

### Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)



# Application details

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interviews

Interviews will take place at Flourish House in Wells on Friday 10 January 2025.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





## The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently seconded as acting Bishop of Coventry).

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

## Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





## About the role

Three key projects are currently underway which require administrative support:

### Deanery Reviews

We are in the process of launching deanery reviews. The reviews will make use of the data collected from our parishes, using it as a starting point for a discussion about where support might be best targeted for our deaneries, and where particularly good things are happening that can be a source of learning and inspiration.

### The Growing Faith Strategic Leaders' Programme

This programme offers a collaborative learning community which models the intersections of Growing Faith. The programme engages leaders including clergy, school leaders, chaplains, ordinands, diocesan advisers and parachurch organisations to professionally develop leaders and aspiring leaders to bring about change that impacts on children and young people's faith formation. Bath and Wells are leading on a pilot South West regional model.

### Flourish

The Church of England has launched a new network of 40 worshipping communities in schools, furthering its vision of becoming younger and more diverse. The new network is establishing partnerships between schools or Further Education colleges and their local churches, aiming to engage a large number of children, young people, and their families. Bath and Wells are one of 12 successful Dioceses to be involved in the two-year pilot.





## Job description

### Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### Key purpose of the post:

- Deanery Review/Benefice Visits administration support
- Administration support for the FLOURISH project and Growing Faith Strategic Leaders' Programme
- Provide admin support across the Education and Mission Support and Ministry Development (MSMD) teams on specific projects

### Location:

Diocesan Office in Wells, plus travel to venues across the diocese

### Reporting to:

Assistant Diocesan Director of Education and accountable to Head of MSMD (Deanery Review support)

### Key Relationships

Mission Support and Ministry Development department:

- Resources and Programme Support coordinator
- Head of MSMD

Education Department

- Education Team
- FLOURISH national team
- Growing Faith Foundation

## Main responsibilities

### Growing Faith Strategic Leaders Programme (Education department) 0.1

- Event organisation: including venue hire and catering, being present at in person events to sort logistics
- Communicating with participants e.g. sending date/deadline reminders to participants
- Communicating with and organising meetings with regional leads/meeting leads
- Key admin contact for the national team
- Admin support for new participants joining the programme
- Course administration including invoicing and liaising with other dioceses.

### FLOURISH pilot programme (Education department) 0.1

- Communicating and liaising with FLOURISH leads
- Being a key contact for the national team, disseminating relevant information to the right people
- Sending out date/deadline reminders
- Ensuring relevant people are signed up to the relevant training and events
- Arranging any in person/online elements for the young leaders' group

### Deanery Reviews/Benefice Visits (MSMD department) 0.1

- Work alongside the Resources and Programme Support coordinator to ensure that the communication between the different stakeholders is kept on top of, including liaison across the DBF team, Archdeacons Offices and the Bishops Office.

### General duties

- Booking travel for regional or national events
- Setting up/clearing down meeting spaces and providing support during meetings
- Using agreed booking systems to set up meetings and register participants
- Administration of invoices in line with DBF processes
- Support with updating relevant pages on the website



# Person specification

## Qualifications, Knowledge and Experience

### Essential:

- Literate and numerate, with proven administrative and organisational skills
- Experience of working to deadlines

### Desirable:

- Literate and numerate, with proven administrative and organisational skills
- Experience of working to deadlines

## Skills, Competencies and Abilities

### Essential:

- Competent in the use of Microsoft Office, including use of Excel, databases and websites.
- Able accurately to maintain an extensive filing system and reliably retrieve documents.
- Ability to interact pastorally and sensitively with people on a vocational journey
- Excellent communication skills (written and oral)
- Ability to work proactively on own initiative and prioritise time.
- Work in partnership and collaboratively as part of a team.

## Work Related Personal Qualities

### Essential:

- Resilience under pressure and a calm, compassionate and confident manner.
- Ability to maintain confidentiality
- Adaptable and willing to take on new learning.
- Skills of diplomacy and tactfulness
- Sympathy with the vision, objectives and values of the Church of England.



# Terms and conditions

## Hours of work

10.5 hours per week.

Remote working will be considered. The role will require travel to event venues, so access to a car is essential.

## Salary

£23,583.20 per annum, pro rata (actual salary £6,878.43pa)

## Term

Fixed term for one year due to funding

## Pension

The pension scheme is administered by the Church of England Pension Board. The DBF will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.

## Holiday

25 days per calendar year plus bank holidays. the holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

## Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rate.

## Probation

The post will be subject to a six month probationary period

## How to apply

Please apply for this post using the application form which can be downloaded from [bathandwells.org.uk/-vacancies](https://bathandwells.org.uk/-vacancies) and send this by post or email, to:

Enita Andrews  
HR Manager  
The Diocese of Bath and Wells  
Flourish House  
Cathedral Park  
Wells BA5 1FD  
Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org) | Tel: 01749 685113

The closing date for applications is noon Monday 6 January 2025

Interviews will take place on 10 January 2025.

This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





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