



Ministry Training and Support Team
Administrators



DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the posts of Ministry and Training Support Team Administrators; we have two part-time roles available. We would consider joining the two roles to create a full-time role.

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 Ronnie Crossman, Ministry Training Team Leader at the Diocese of Bath and Wells
ronnie.crossman@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

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. After shortlisting we strive to contact all those who have applied to advise of the outcome; if after 3 weeks from the closing date you have not heard from us, please do contact the HR team. 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 Tuesday 14 April 2026.

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 one million 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.

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

The role will be employed by The Diocese of Bath and Wells. 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 roles

The two part time roles of Ministry Training Team Administrator sit within the wider diocesan team of Mission Support and Mission Development. The Ministry Training and Support team seek to equip a variety of people in lay and ordained roles and creating ongoing support and networking for those in ministry. You will play a significant role within the small team of eight committed and friendly people, most of whom work part-time in their distinct roles.

The Administrator for Lay Ministry will respond to queries providing clear supportive information, process applications for commended ministry and manage the renewal process in accordance with safeguarding requirements. You will coordinate training events and assist in the administration and development of the support networks crucial to ministry. You will also maintain the register for Spiritual Directors and support the Exploring Spirituality Program.

The Administrator for IME2 (Initial Ministry Education Phase 2) is in support of those who are recently ordained and those who have been recently licensed as Readers. You will keep accurate records of assignments and reports. You will assist the Ministry Training Team Leader in arranging and supporting training days for those at this stage of their ministry.

Purpose of the Ministry Training and Support Team

- All those in licensed and commended ministries are inspired to develop their own ministry.
- Lay Ministry is publicly recognised within and beyond the Church Community as making a valuable contribution to the spiritual life of our communities and making a difference to the life of those communities.
- Clergy are able to share learning with each other for mutual support and enabling in their ministry, are confident in their role and work collaboratively with others



Job description - Ministry Training & Support Team Administrator (Lay Ministry)

Key purpose of the post:

- Organise the logistics of training programmes and events, including liaison with speakers and participants. Provide welcome and hospitality when needed.
- Provide administrative support to the Ministry Training & Support Team, in order to deliver an effective learning & development program and maintain the smooth running of the team
- Maintain efficient tracking and processing of applications, reviews and assessments related to commended and licensed ministry
- Collaborate with other Administrators and colleagues in the wider diocesan team for the purpose of effective working as a whole.

Location:

Flourish House, Cathedral Park, Wells BA5 1FD

Reporting to:

Ministry Training & Support Team Leader

Key Relationships:

- Colleagues in the Ministry Training and Support Team and the wider Mission Support and Ministry Development team
- Colleagues in the Communications, Safeguarding and Finance Teams
- Diocesan Clergy and lay ministers
- Voluntary leaders of training courses
- Course Participants
- Bishops Administrative Team

Key responsibilities (Lay Ministry)

The Lay Ministry Pathway

- To manage enquiries around the resources and procedures relating to Lay Ministry.
- To ensure local church leaders are equipped with the correct set of resources for the courses they are seeking to run.
- To signpost further enquiries to the appropriate team member.
- To maintain a record of local events and courses and to provide a timely follow up regarding applications for commendation.
- To work with the training team and local lay ministers to organise the annual diocesan Lay Conference (Celebration of Lay Ministry).
- To publicise and manage a number of lay Ministry courses facilitated by training team members for diocesan wide events.

Processing and tracking applications and renewals for all commended roles, this includes lay ministry in local benefices and diocesan roles such as spiritual directors.

- To ensure applicants receive the appropriate documentation via email.
- To streamline the application procedure moving to an online system.
- To receive and process applications and provide efficient follow up to address errors or gaps in applications.
- To recognise and signpost significant concerns to the team leader.
- To work closely with the safeguarding team to ensure checks and safeguarding training has been completed to the appropriate level.
- To arrange references and in person interviews for relevant posts.
- To arrange for the Bishops Commendation to be issued to successful applicants.
- To maintain the contact management system records for those who hold a commendation for ministry.
- To monitor renewal dates for commendation and send reminders.

Key responsibilities continued (Lay Ministry)

Administration of support networks

- Working closely with the ministry development advisor to track the formation of support groups and networks of lay and ordained ministers across the diocese and to provide administrative support for those areas of work.

Exploring Spirituality Program (running two days a month during term time)

- Provide administrative support for the small team of volunteer tutors eg with printing, room bookings, & hospitality.
- Working with Communications team to ensure publicity for the course.
- Ensuring this course remains within the budget which year on year is dependent on the number of applicants.
- Managing the registration process, tuition fees, travel expenses for tutors, and arrangements payments of invoices for external speakers and venues.
- Deal promptly and helpfully with questions and inquiries from participants, answering questions where possible or directing them to the relevant person.
- Maintain lists of participants and leaders to enable good management of this program.

Communication & Publicity

- In collaboration with the Communication Team to ensure the lay ministry training pages on the diocesan website are relevant and up-to-date.
- To liaise with the communications team to publicise events, courses and support networks.
- Ensuring all communication related to Lay Ministry is formatted according to the diocesan brand.

General

- Work in accord with the departmental Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise our environmental strategy and net zero target.
- To undertake other reasonable duties as may be required from time-to-time as requested.



Person specification (Lay Ministry)

Experience and qualifications

- Education at least to A level/NVQ 3 or equivalent
- Proven experience and expertise working with Microsoft Outlook, including lists, forms and survey apps, Word, Excel, database management systems, SharePoint, Teams and online platforms.
- Previous experience in an administrative role
- Experience of website management or the aptitude to learn
- Understanding of Christianity and the Church of England (desirable)
- Experience with event management and course administration (desirable)
- Admin, business or secretarial qualification (desirable)
- Knowledge of design and formatting of documentation (desirable)

Skills/Aptitudes

- Organised with high level of attention to detail
- Ability to use initiative to advise and support others.
- Able to work with simple budgets and finance procedures.
- Able to work in a team and with varying groups and keep confidentiality.
- Ability to communicate with a wide range of people.
- Able to take responsibility for organisation of specified pieces of work
- Ability to produce agendas, minutes and reports (desirable)

Work related personal qualities

- Friendly and helpful manner and also diplomatic and tactful
- Willing to learn, self motivated
- Comfortable working with people within the Church of England



Terms and conditions (Lay Ministry)

Hours of work

Part-time, 21 hours per week. Occasional out of hours working is required, by agreement with the line manager; time off in lieu is given.

Salary

£26,243 - £28,933 per annum pro rata (actual salary: £15,3085 - £16,877 per annum). Salaries are reviewed annually.

Term

Permanent. The post will be subject to a six month probationary period

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, pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

Other benefits

Free parking at the office, Cycle to Work scheme, social events, well being support.

Expenses

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



Job description - Ministry Training & Support Team Administrator (IME2)

Key purpose of the post:

- Organise the logistics of training programmes and events, including liaison with speakers and participants. Provide welcome and hospitality when needed.
- Provide administrative support to the Ministry Training & Support Team, in order to deliver an effective learning & development program and maintain the smooth running of the team
- Maintain efficient tracking and processing of applications, reviews and assessments related to commended and licensed ministry
- Collaborate with other Administrators and colleagues in the wider diocesan team for the purpose of effective working as a whole.

Location:

Flourish House, Cathedral Park, Wells BA5 1FD

Reporting to:

Ministry Training & Support Team Leader

Key Relationships:

- Colleagues in the Ministry Training and Support Team and the wider Mission Support and Ministry Development team
- Colleagues in the Communications, Safeguarding and Finance Teams
- Diocesan Clergy and lay ministers
- Voluntary leaders of training courses
- Course Participants
- Bishops Administrative Team

Main responsibilities (IME2)

Ministry programs

- Book venues, liaise with speakers, etc, ensuring prompt payment of expenses, invoices and completion of all necessary paperwork.
- Manage the registration process including sending out reminders, joining details checking dietary requirements.
- Deal promptly and helpfully with questions and inquiries from participants, answering questions where possible or directing them to the relevant person.
- Maintain lists of participants and leaders to enable good management of these groups and courses.
- Provide administrative support eg with printing.
- Set up venues (usually but not solely in Flourish House) and arrange hospitality.

The administration of the process for IME2 (curates and Readers)

- To track submissions from curates and readers in the IME2 stage of formation
- To ensure travel expenses are appropriately managed.
- To ensure all documentation related to IME2 is circulated in a timely and efficient manner
- To respond to enquiries promptly and to signpost to the appropriate team member

Communication & Publicity

- In collaboration with the Communication Team ensure the relevant pages on the diocesan website are relevant and up-to-date
- To liaise with the communications team to publicise events & courses
- Formatting and circulating the regular IME 2 Newsletter in collaboration with the IME2 Officer
- Ensuring all communication related to Lay Ministry and IME2 is formatted according to the diocesan brand.

General

- Work in accord with the departmental Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise our environmental strategy and net zero target.
- To undertake other reasonable duties as may be required from time-to-time as requested.



Person specification (IME2)

Experience and qualifications

- Education at least to A level/NVQ 3 or equivalent
- Proven experience working with Microsoft Outlook, including lists, forms and survey apps, Word, Excel, database management systems, SharePoint, Teams and online platforms.
- Previous experience in an administrative role
- Experience of website management or the aptitude to learn
- Understanding of Christianity and the Church of England (desirable)
- Experience with event management and course administration (desirable)
- Admin, business or secretarial qualification (desirable)
- Knowledge of design and formatting of documentation (desirable)

Skills/Aptitudes

- Organised with high level of attention to detail
- Ability to advise and support others.
- Able to work with simple finance procedures.
- Able to work in a team and with varying groups and keep confidentiality.
- Ability to communicate with a wide range of people.
- Able to take responsibility for organisation of specified pieces of work
- Ability to produce agendas, minutes and reports (desirable)

Work related personal qualities

- Friendly and helpful manner and also diplomatic and tactful
- Willing to learn, self motivated
- Comfortable working with people within the Church of England



Terms and conditions (IME2)

Hours of work

Part-time, 15 hours per week. Occasional out of hours working is required, by agreement with the line manager; time off in lieu is given.

Salary

£23,678 - £26,105 per annum, pro rata (actual salary: £9865 - £10,877 per annum). Salaries are reviewed annually.

Term

Permanent. The post will be subject to a six month probationary period

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, pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

Other benefits

Free parking at the office, Cycle to Work scheme, social events, well being support.

Expenses

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

How to apply

Please apply for this post by submitting your CV to our online recruitment platform:

[Ministry Training & Support Team Administrator – Lay Ministry](#)

[Ministry Training and Support Team Administrator - IME2](#)

Enita Andrews

HR Manager

Email: enita.andrews@bathwells.anglican.org | Tel: 01749 685113

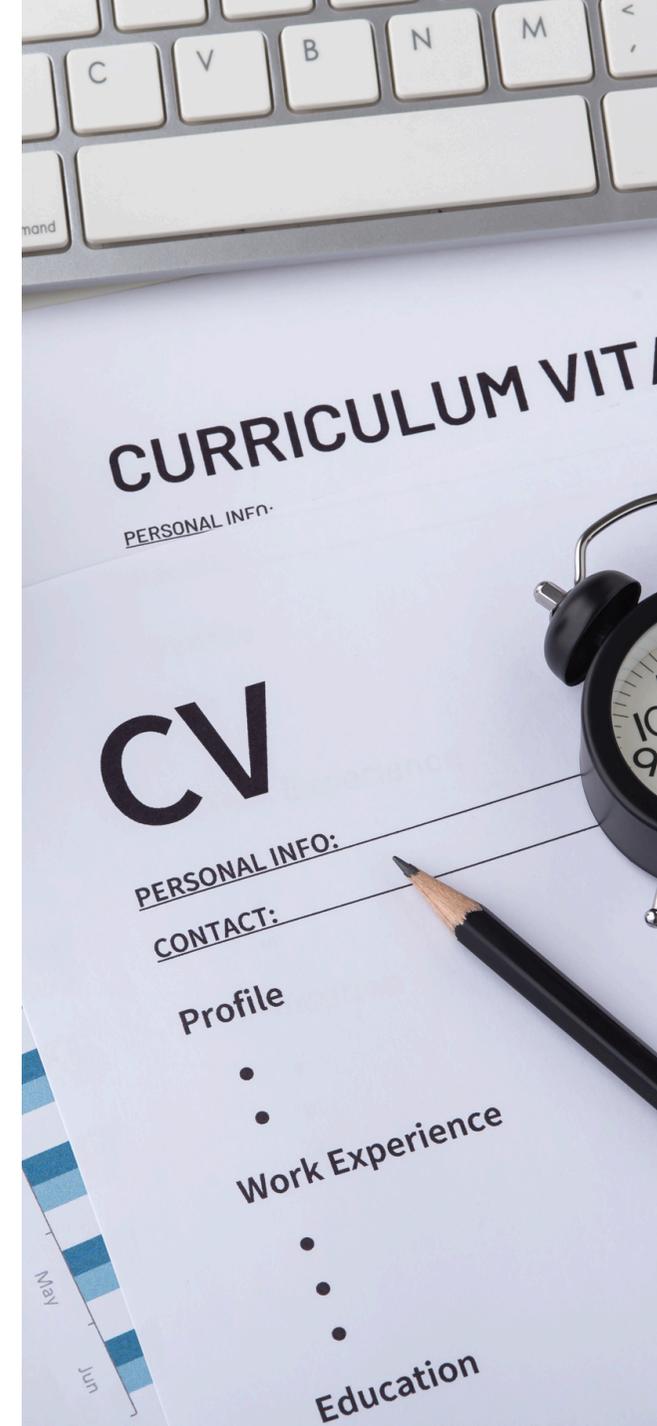
The closing date for applications is Friday 27 March 2026

Interviews will take place on Tuesday 14 April in Wells, Somerset.

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

The Diocese of Bath and Wells is committed to being a truly representative and inclusive community, where everyone is respected, valued, and supported in contributing their skills, experience, and perspectives. We recognise that there is more work to do to ensure our diocese fully reflects the rich diversity of the communities we serve. We are actively learning, growing, and taking steps to address these gaps.

As part of our ongoing commitment to nurturing a diverse and inclusive community, we warmly welcome and encourage applications from individuals and groups who are currently under-represented within the Diocese of Bath and Wells. You can [find out more about how we are championing diversity](#) in Bath and Wells, including the work led by the Revd Narinder Tegally, our UKME Champion.





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Bath & Wells

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