



Secretariat Administrator
Oct 2025



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 Secretariat Administrator.

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 Peter Evans, Assistant Diocesan Secretary via email peter.evans@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 18 November.

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.

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

The Secretariat Team has a varied and interesting workload, working both internally within the DBF (Diocesan Board of Finance) as well as across the breadth of the diocese. You will regularly be supporting and working with colleagues, volunteer committee members, clergy and Directors and Trustees. This is done within the national church context, particularly with regard governance and synodical legislation.

The Secretariat Administrator provides administrative support to the Assistant Diocesan Secretary, much of which involves legal and detailed procedural matters such as pastoral re-organisations and managing complex election processes.

The role also involves assisting with the preparation for, and management of, key diocesan governance meetings which will include attending them and managing the on-the-day logistics.

You will work closely alongside the other Secretariat Administrator as well as the Executive Assistant to the CEO – both of which also support the secretariat function in a variety of ways.

For more information please visit our website bathandwells.org.uk/who-we-are/



Job description - Secretariat Administrator

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:

The aim of the Secretariat is to serve the mission and ministry of the Diocese both at parochial level and centrally by providing efficient and cost-effective administrative, procedural and practical support.

Location:

The Diocesan Office in Wells. There will also be occasional travel around the diocese to attend off site meetings.

Reporting to:

Assistant Diocesan Secretary

Key Relationships:

- Assistant Diocesan Secretary
- The Diocesan Secretary
- Secretariat Administrator
- E.A. to the CEO
- DBF Trustees and Directors
- Parishes and clergy
- The Bishops' Office
- The Archdeacons' Offices
- Colleagues within the Diocesan Board of Finance



Person specification

Qualifications, Knowledge and Experience

Essential:

- Education to A-Levels or equivalent
- Secretarial qualification or previous experience of working in a relevant role
- Experience of working within a customer-focused environment

Desirable:

- Knowledge of the Church of England

Skills, Competencies and Abilities

Essential:

- Excellent interpersonal skills
- Proficient use of Microsoft 365, excel and other software packages including digital mapping.
- Attention to detail; ability to take accurate minutes
- Ability to plan and prioritise work to meet deadlines
- Ability to communicate in a clear and concise manner
- Strong organisational skills
- Team working but also able to work on own initiative as required

Desirable:

- Good knowledge of written English language and grammar and the ability to draft letters and proof read documents

Work Related Personal Qualities

Essential:

- High levels of confidentiality and discretion
- Confident, helpful and polite with a professional manner
- Resilience under pressure and a calm manner
- In sympathy with the aims, values and ethos of the Diocese of Bath and Wells and of the mission and ministry of the Church of England.



Terms and conditions

Hours of work

Annualised hours contract based on average 14 hours per week. More hours may be required in weeks where key meetings are taking place.

Salary

£26,105 per annum, pro rata (actual salary based on 14 hours £10,152 per annum).

Term

Permanent role

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.

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 submit your CV to our [online recruitment platform](#):

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

The closing date for applications is noon Wednesday 12 November 2025.
Interviews will take place on Tuesday 18 November in Wells.

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.



