

BRISTOL CATHEDRAL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Administration Assistant
Reporting to	People Coordinator
Reportees	n/a
Full Time/Part Time (hours)	30hrs per week (0.8 FTE), across 4 or 5 days. To include Mondays.
Location	The main place of work will be the Gatehouse Offices at Bristol Cathedral, with some flexibility for remote working.
Salary	£20,982 (£26,228 FTE) in line with the Real Living Wage.
Annual leave	26.5 days per year including bank holidays
Other benefits	• Cycle to work scheme • Employee assistance programme • Church of England church workers pension scheme with 7% employer contribution, with 5% employee contribution • Discount in the Cathedral shop and café Parking for cars and bikes is available in the cathedral car park
Pre-employment checks	This role will be subject to the following pre-employment checks: DBS (Basic), Right to Work in the UK and references. We also require the successful candidate to complete our Basic and Foundation Safeguarding training.

Overall purpose of post
The Administration Assistant will provide vital support to the Operations department to ensure Bristol Cathedral fulfils its mission. The postholder will be working closely with the People Coordinator, Finance Assistant and Finance Director to provide a solid foundation for all areas of Cathedral life. This will be an interesting and varied role with opportunities to get involved in a wide range of Cathedral functions. We are not looking for an expert in any one area, but an all-rounder with excellent organisational skills and the ability to pick things up quickly.

Context in which Cathedral jobs are carried out
Bristol is the largest city in the Southwest, and the Cathedral is set on College Green, at the centre of this modern, vibrant and diverse city. The city has much to celebrate and enjoy – with a vigorous business and cultural life and a strong festival tradition. Originally a trading and merchant port it has become a centre for financial and business services, creative industries, distribution and retail. The Cathedral has been a Christian presence in the city for nearly 900 years and is part of the wider Diocese of Bristol which extends from Swindon through South Gloucestershire and North Wiltshire. We want to reach out to the whole city and make people welcome. We are open every day of the year, host at least 3 services of worship, alongside a wide and varied programme of events and activities, and welcome over 350,000 visitors each year. See www.bristol-cathedral.co.uk for more information.

Responsibilities and accountabilities	Nature and scope of role
HR	Work with the People Coordinator to: • Provide administrative support to the HR function of the Cathedral, including recruitment and exit processes, record keeping and policies. • Maintain data on our online HR software (SafeHR). • Contribute to the ongoing improvement of HR processes. • Ensure safer recruitment processes are followed consistently.
IT & Systems	Work with the People Coordinator to: • Maintain the Cathedral database (ChurchSuite), ensuring data is kept up to date and stored appropriately. • Support the wider team to use ChurchSuite functionality effectively in their day-to-day work. • Ensure the Cathedral's compliance with key policies such as GDPR, safeguarding and health and safety.
Finance	Under the guidance of the Finance Assistant, carry out a range of finance functions. This may include: • On Mondays, count, reconcile and arrange banking of the week's cash income with the support of a volunteer. • Processing invoices • Compiling payment runs. • Inputting Gift Aid information into ChurchSuite.
General	• Act as an initial point of contact for external enquiries, including phone, email and walk-in. • Support administrative needs of wider organisation when required, including the Cathedral's Music department. • Ensure there are sufficient supplies and equipment for staff to be able to complete their jobs effectively, including stationery, printing and photocopier materials. • Take minutes at Committee meetings.

Generic responsibilities of all staff
As the Cathedral operates with a small team all staff are expected to act flexibly and cover for each other occasionally when required. Duties could include: • Welcoming and helping any visitors and volunteers who need assistance, providing a high level of care and attention. • Dealing promptly and courteously with any incoming queries and telephone calls. • Assisting with events, services and meeting organisation.
All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.
To undertake as requested other duties as may reasonably be expected.

Person specification		
Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	• At least 5 GCSEs including English Language and maths or equivalent	
Experience		Experience of: • Providing administrative support • Taking minutes • Working in a church or small charity • Using ChurchSuite or another database • Using online HR management systems • Working within compliance systems (Health and Safety, Safeguarding, Data Protection etc).
Knowledge, skills and abilities	• Strong IT skills and the ability to grasp new systems with ease. • Familiarity with the Microsoft Office suite. • Ability to juggle tasks and deadlines. • Good attention to detail - ability to remember complex details and see the connections between areas of work. • Excellent people and communication skills. • Ability to work independently and use own initiative, knowing when to escalate.	• Basic understanding of data protection, safeguarding and health and safety guidance • Basic understanding of HR processes and policies

	• Excellent verbal and written communication skills	
Behaviours	• Work in a collaborative and open way with colleagues. • Willingness to work flexibly and cope well in a changing environment • Work proactively and solve problems when they arise, knowing when to escalate.	
General	• To be in sympathy with the Cathedral's Christian mission and the values of the Church. • To act with integrity and honesty.	

General notes
This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.

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