



Executive Assistant

Information Pack



Inviting Everyone To Follow Jesus

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Christ Church Clifton is a Registered Charity, No 1130529

Hello

Thank you for your interest in the Executive Assistant role at Christ Church Clifton.

We are looking for someone special to join us: a gifted, organised, people-focused and warm-hearted administrator who wants to use their skills to serve a thriving church and its leadership. If you love making organisations and events run beautifully behind the scenes, and you want your work to have genuine purpose, please read on.

Included in this pack is information on:

- Christ Church
- Clifton and Bristol
- The opportunity
- The team you will join
- Who we are looking for (the *person statement*)
- What you will do (the *job description*)
- Our faith and working culture
- Terms and conditions
- How to apply

We hope you find the enclosed material helpful in telling you a bit more about our church and the job. If we can help in any way as you consider if this role is right for you, please get in touch with Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk.

A bit about us!

We are a 'Word and Spirit' Church of England parish church based in Clifton, North West Bristol, part of the Diocese of Bristol and the New Wine family of churches.



Our church family is made up of people from all ages, stages and walks of life. We currently hold three Gatherings each week – 8am and 10am on Sundays and 11am on Wednesdays. We also meet together in Small Communities in homes around Bristol during the week. In addition, we have active kids and youth work and lots of other activities going on.

Our vision is to see the heavenly transformation of people and culture in Bristol. Jesus calls this the Kingdom of God - a place where earth begins to look like heaven - and we want to play our part in seeing God's Kingdom grow in our own lives, in Clifton, in Bristol and beyond.

We do this by helping people find Jesus and follow him wholeheartedly. We believe that the most effective and fruitful place for us to be is living as followers of Jesus, being the people God has made us in the places He has called us, and helping others to do the same.

We work this out through our values of Encounter plus Family plus Generosity which leads to Transformation.

You can find out more about Christ Church and our vision on our website – www.ccweb.org.uk. Or come and pay us a visit – we would love to show you around.

Clifton and Bristol

Christ Church is located in northwest Bristol about a mile and a half from the city centre and within half a mile of the University of Bristol.

The population of the Clifton ward is just over 11,000 and is a blend of families, singles, students, young professionals and older retired people, some of whom live in nursing homes and sheltered accommodation. Although broadly affluent, the accommodation profile of the Parish also attracts people with a variety of social needs.

There are three schools within the parish: Christ Church Primary School and with whom we have close links; Clifton High School and Clifton College (both independent co-ed schools).

The parish is an eclectic mix of those who still view Clifton as a “village” and those who use it to commute to the city centre or further afield. With the growth of the student population, and the need for more affordable housing in Bristol (as the general population is growing rapidly), larger houses have been converted into flats, and the rental market remains strong despite the economic downturn. Despite this, there still remain some large properties in Clifton, and the area often attracts those who are relatively wealthy.

About 75% of members of the church family live outside the BS8 Clifton area. Like many large churches, we see people at most of our Gatherings who regard another church as their ‘home’, but come here for the teaching, the worship, and to be refreshed.

The opportunity

Our current Church Executive Assistant is moving on at the end of May, and we want to find someone who will step confidently into this genuinely pivotal role. This is not a quiet back-office position - you will be at the centre of the action.

You will work closely with our Senior Leadership Team (SLT) as their EA, helping them focus on what they do best by keeping their meetings well-run, decisions well-recorded, and actions well-followed-up. You will own our church diary and events calendar, co-ordinating everything from our weekly gatherings to major festivals like Christmas and Easter. And you will have the

opportunity and mandate to improve the systems and processes that keep our whole church running smoothly.

A great day in this role might look like: chairing a productive SLT meeting in the morning, co-ordinating rotas and plans for an upcoming all-church event at lunchtime, troubleshooting a diary clash with the Buildings Manager, and finishing the afternoon by making sure a key volunteer has everything they need for Sunday. No two weeks are alike - and that is exactly how the right candidate will like it.

The team you will join

You will be part of the Operations Team alongside our Operations Manager and Buildings Manager, working closely with ministry leaders, clergy, and key volunteers across the church. You will also build relationships with the Diocese of Bristol and other local churches.

You will meet regularly with your line manager for support, reflection, and planning. The culture is collaborative, open, and relational - we take our work seriously without taking ourselves too seriously.

Who We Are Looking For

We are looking for a versatile, proactive, and organised person whose natural gifting is making things work and whose warmth makes people feel supported. You will be comfortable juggling multiple priorities, confident in taking initiative, and skilled at working alongside both paid staff and volunteers.

To be shortlisted for this post, you will need to be able to demonstrate how you meet the essential key skills, experiences and qualities we are looking for. These are listed here:

- Outstanding organisational skills across multiple concurrent priorities
- Strong eye for detail with excellent written communication
- A calm, can-do attitude in the face of change and competing demands
- Skilled at managing shared diaries and complex scheduling
- Confident with Microsoft Office, Microsoft Teams, and database systems
- Proactive and self-managing - you anticipate needs and get things done
- A team player who thrives working alongside volunteers as much as staff

Although not essential for shortlisting, the following skills and qualities are also desirable:

- PA, EA or previous administration experience
- Previous experience in the charity or church sector
- Familiarity with Church of England structures and culture
- Educated to A Level or equivalent, with fast and accurate typing
- Experience of ChurchSuite or similar church management systems
- An existing connection to Christ Church Clifton, or a willingness to worship with us regularly

What You Will Do

Job Purpose: To enable the mission of Christ Church Clifton by providing excellent administrative and operational skills and support the ministry, vision, and worship of Christ Church Clifton.

Key Responsibilities

Your time will broadly be spent across four areas:

Supporting the Senior Leadership Team (~6 hrs/week)

- Chair weekly SLT meetings and keep the agenda planner current
- Ensure timely decisions by tracking seasonal priorities and upcoming milestones
- Record decisions clearly, assign actions, and follow them up
- Write quarterly SLT reports for the Parochial Church Council (PCC)
- Handle practical admin so the SLT can focus on leadership, strategy and ministry

Church Events & Gatherings (~10 hrs/week)

- Own the church diary across ChurchSuite and MS Teams - keeping details up-to-date and others supported
- Prepare and maintain the resources behind our weekly gatherings: rotas, service plans, and more, and communicate these clearly to all who need to know
- Lead the planning and logistics for major festivals (Christmas, Easter) and major church events
- Build archives of relevant documents and information so that recurring events run better every year
- Be present at key events and act as event overseer when needed

Office Systems & Operations (~5 hrs/week)

- Design and implement processes that make the office run smoothly
- Ensure communication flows between SLT, the wider staff team and key volunteers
- Keep the ChurchSuite database current and well-used across the team
- Manage supplies and ensure storage areas are well-stocked

Staff Meetings, Enquiries & General Support (~5.25 hrs/week)

- Attend and minute weekly staff meetings
- Handle the practical organisation of staff days and retreats
- Help with general office duties such as handling phone, email, and reception enquiries

Faith & Working Culture

Christ Church Clifton is an active Christian community, and our staff team reflects that. We are looking for someone who is sympathetic to our Christian vision and values, and who will

be comfortable in a working environment where the Christian faith is integrated into daily working life - from morning prayer to staff retreats.

This does not mean you need an active Christian faith to apply; we do ask that you respect and feel at ease in our ethos, and that you are willing to participate in team worship, prayer, and spiritual community life as part of the role. If you worship regularly at Christ Church already, or would be open to joining us, that is warmly welcomed.

Terms and Conditions

- This post will be a permanent contract, the first 6 months of which forms a probationary period, after which 2 months' notice is required on either side.
- The employer is the Parochial Church Council (PCC) of Christ Church Clifton.
- The post is Part Time, 26.25 hours per week (0.7 FTE) over 5 days (Monday – Friday).
- The role is office based, and due to the nature and demands of this role you will need to work from the Church Office in Clifton at least four days per week. But the actual working hours are flexible and could be fitted around childcare needs. A job share arrangement or term-time only hours would also be considered.
- This post will be employed on the Ministry Leadership Scale. The salary package is from £28,153 to £33,515 per annum pro rata (dependant on qualifications and experience).
- The church also pays between 7% and 10% of the salary into a NEST pension (with the employee contributing 1%-3% respectively).
- Annual leave entitlement is thirty days plus eight public holidays.
- Start date: May 2026.

How to apply

If you would like an informal conversation about the role or would like to visit us before applying, we would be very happy to chat. Please contact Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk to arrange this.

Formal applications can only be submitted on the official Application Form which can be downloaded from our website at www.ccweb.org.uk/workforus or by emailing mark.parsons@ccweb.org.uk.

The closing date for applications is midnight on Sunday 17th May 2026.

We will review applications on an ongoing basis and may begin interviews and make an appointment before the closing date, so early applications are encouraged.

Christ Church Clifton is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share this commitment. Christ Church Clifton follows safer recruitment practices.