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Job Description

Inclusion and Racial Justice Team Coordinator

 **JOB TITLE:**  Inclusion and Racial Justice Team Coordinator

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| **JOB SUMMARY:** | To provide comprehensive administrative support to both the Inclusion and Racial Justice Teams, aiding their work to promote inclusion and racial justice within the Diocese of Bristol.  |
| **REPORTS TO:** | Disability Advisor/Dean of Women’s Ministry Racial Justice Officer  |
| **TERMS** | Salary £28,500 p.a. (pro rata salary for 28 hrs: £22,800)Part time: 28 hours per weekThis is a 2 year fixed term contract with potential to extend, subject to fundingThe contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy. |
| **KEY RELATIONSHIPS** | * Racial Justice Team
* Inclusion Team
* Diocesan Support Servies (HR, Finance, etc.)
* Bishops Offices and Secretaries
* Bishop’s Staff Members
* Cathedral Staff
* Ministers (ordained and lay)
* Volunteers in churches of the Diocese of Bristol
* External Stakeholders
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**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**MAIN RESPONSIBILITIES**

**General Administration for both Teams**

* Act as the primary point of contact for administrative queries, handling sensitive inquiries with discretion and empathy while determining the purpose of inquiry and directing it appropriately.
* Provide administrative support to the Disability Coordinator/Dean of Women’s Ministry, Racial Justice Programme Lead, and Racial Justice Officer.
* Order necessary supplies and resources (stationary, pens, flip charts, etc.).
* Arrange hospitality for in-house and external events (booking rooms, catering, venue setup).
* Manage inboxes of both teams, ensuring timely responses.
* Maintain and update team pages on the Diocesan website.
* Take minutes and notes during internal / external meetings and distribute them.
* Process invoices and handle expenses for both teams.
* Manage shared electronic calendars for team members.
* Arrange refreshments for meetings/events as required, and act as host for external events.

**Inclusion Team Support**

*The Inclusion Team currently includes the Disability Adviser/Dean of Women’s ministry, the Mental Health adviser and the Older People’s Mental Health and Dementia Adviser. Our primary role is to support our churches in become places of welcome for all through providing training, advice and resources. We are also involved in well-being and inclusion within Diocesan Support Services.*

* Support the work of the Disability Advisor and Dean of Women’s ministry by offering general administrative support for the inclusion Teams projects and training programmes (e.g. Mental Health First Aid Programme).
* Assist with organising training events and conferences for the Disability and Mental Health team including booking venues, organising catering, administering bookings, handling invoicing, liaising with trainers and attendees.
* Prepare training materials (ordering training materials, handouts, room layout arrangements, sign-in sheets).
* Maintaining Mental Health First Aid (MHFA) training log and administration of MHFA England courses.
* Manage and update the Inclusion Team web pages.
* Assist in preparing publicity and information materials for the team.
* Support the Disability Advisor/Dean of Women’s ministry by updating presentations for various meetings (DSS and clergy induction; Bishop’s Staff team; training and other meetings).
* Maintain records of churches engaged with schemes led by the team such as the Sunflower Hidden Disability Scheme, Anna Chaplaincy, and Dementia Friendly Church award.
* Receive and administer self-audits completed by churches. Collating data, responding to churches and liaising with the buildings team.

**Racial Justice Team Support**

The RJ Team leads the Diocese’s efforts to advance racial justice within our Transforming Church. Together strategy, fostering inclusivity and cultivating partnerships that create a more welcoming and diverse community.

* Assist with organising Racial Justice training sessions (book venues, maintain training logs, handle vendor payments).
* Prepare training materials (handouts, room layout arrangements, sign-in sheets).
* Maintain records of racial justice training participation and feedback.
* Manage and update the Racial Justice Team's website landing page and related online resources.
* Maintain a calendar of cultural events and opportunities to promote awareness across DSS and the wider diocese.
* Develop and propose activities, events, and communication plans around cultural awareness days, encouraging engagement and participation.
* Prepare first drafts for internal communications (e.g. newsletters, website posts) related to cultural awareness events and activities.
* Schedule and facilitate planning meetings in advance of key dates
* Maintain and update spreadsheets / data bases to track event logistics, participation, and follow-up actions.
* Support the Racial Justice Officer by updating presentations for various meetings (e.g., DSS Induction, Training, Board meetings).
* Responsible for the coordination of organisation of external events and conferences (invites, RSVPs, feedback collection).

**As a member of the Inclusion and Racial Justice Teams within the wider Diocese of Bristol, you will be required to;**

* Participate fully in team meetings and discussions, contributing to planning and development.
* Collaborate with other Diocesan colleagues, supporting broader team goals and initiatives.
* Share in the organisation and coordination of cross-team events, communications and strategic planning.

**Person Specification** - **Inclusion and Racial Justice Team Coordinator**

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| **Experience** |
| **Essential** * Considerable and proven experience in an administrative role.
* Experience of working in a busy office environment
* Experience of servicing meetings and able to take minutes.
 | **Desirable** * Experience of organising courses and booking meetings
* Passion for inclusion, diversity, equity and racial justice
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| **Education and Qualifications**  |
| **Essential*** Educated to A Level or equivalent experience in related role.
 | **Desirable** * Knowledge or experience of working within church structures
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| **Skills / Ability**  |
| **Essential**  * Excellent interpersonal / communication skills
* Good standard of written communication
* Ability to exercise discretion in dealing with confidential or sensitive matters
* Ability to work effectively as part of a team
* Ability to manage a varied workload
* Ability to work with minimal supervision and to prioritise own workload
* Ability to work under pressure and to deadlines
* Excellent organisational skills and ability to multi-task
* Accuracy and attention to detail
* Ability to develop good working relationships with colleagues, clergy, lay ministers and volunteers
 | **Desirable*** Understanding of the parish system and the wider organisation of the Diocese
* Familiarity with preparing content for website pages
* Good IT skills, particularly Microsoft Office (Outlook, Word, Excel, PowerPoint) and willingness to learn new programmes
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| **Personal**  |
| **Essential** * Friendly, confident and approachable manner
* Caring and sympathetic whilst remaining professional
* Tactful, patient and diplomatic
* Can-do attitude and good-humoured
* Supportive of the Christian objectives and ethos of the Diocese of Bristol
 | **Desirable** * Strong interpersonal skills, with the ability to engage positively and productively with a range of staff and stakeholders.
* A passion for making a difference and an interest in fundraising for charities.
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To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description.