

**Administration Assistant - Mission Team**  
**Part-time – 14 hours per week**  
**Salary: £8,888 - £9,880 (FTE £22,222 to £24,700) per annum**  
**dependent upon experience**  
**Fixed term contract until 2<sup>nd</sup> September 2026**

The Mission and Ministry department provides support to Parishes to help them achieve the Diocese mission priorities together with overseeing the training and support for those wishing to enter the clergy.

The Team is currently looking for an Administrative Assistant to work under the supervision of the Senior Administrator to support its mission work, including being a point of contact for a wide range of enquiries from clergy, lay ministers and the public. The successful candidate will also support (and deputise for, where necessary) the Senior Administrator in all aspects of Mission and Ministry administration, including the communication of its work across the Diocese.

This is a fantastic opportunity for an experienced and organised administrative assistant looking to make a positive impact on the community through the work of the Mission team. Flexibility, good communication skills and an ability to prioritise and manage your own workload is essential as you'll be responsible for a wide variety of tasks including helping to organise training events and conferences, processing invoices and grants and managing daily email, postal and telephone correspondence.

The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required.

For an informal chat please contact Sharron Coburn on 07483 006385

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<http://www.cofesuffolk.org/vacancies>

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Applications marked 'Confidential Application' to be sent to:** HR Manager at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** Friday 28<sup>th</sup> November 2025

**Interview Date:** Wednesday 10<sup>th</sup> December 2025

