



## **Job Description**

### **Perfect Peace Project Administrator**

#### **PREFACE**

Perfect Peace is a national Church of England project, developed by the Diocese of St Edmundsbury and Ipswich, working with families in church-based toddler groups, primarily in estate communities. Our mission is to develop mental health-focused, faith-based sessions for parents, carers, and toddlers, supporting them in relaxation, reflection and reconnection. The project will be piloted in Ipswich from January 2025. It will then be developed across the Diocese and then across the UK within the next two years.

#### **PURPOSE**

The Project Administrator will provide essential administrative and financial support to the National Director and ensure the smooth running of the Perfect Peace project. This role is vital to supporting the growth and functioning of the project, assisting with communications, record-keeping, and supporting our work with local toddler groups.

#### **REPORTING TO:**

**Director of Perfect Peace**

#### **KEY CONNECTIONS:**

**Perfect Peace Steering Group, Inspiring Ipswich Project Board, Growing Younger project team, Clergy, National Church Funders, Diocesan Board of Finance, Parishes involved in Perfect Peace**

#### **KEY TASKS**

##### **Administrative Support:**

Act as the first point of contact for all enquiries via email and other communication platforms.

Maintain and update project records, including contacts, reports, and other key documents.

Schedule meetings, manage the director's diary, and arrange events as needed.

Assist in coordinating and supporting toddler group leaders involved in the project.

##### **Financial Administration:**

Complete budget monitoring spreadsheets for the project. Liaise with the Diocese of St. Edmundsbury and Ipswich finance team to process invoices, track expenses, and complete day-to-day financial processes.  
 Liaise with national church to prepare draw-down paperwork.  
 Support funding applications by gathering necessary documentation and preparing financial reports for funders.

**Communications and Promotion:**

Support the production and distribution of project resources for toddler groups.  
 Assist in managing Perfect Peace's social media accounts and website, keeping content up to date.  
 Help prepare newsletters and other communications to stakeholders, partners, and the public.

**Project Coordination:**

With the project director, help monitor the progress of the project, tracking key milestones and outcomes.  
 Coordinate logistics for training sessions, events, and conferences.  
 Assist with preparing reports for internal and external stakeholders, including funders and Church of England bodies.

**Safeguarding:**

Support the project to be fully compliant with all local and national safeguarding requirements, including signposting stakeholders to relevant safeguarding advice and provision when required.

**PERSON SPECIFICATION**

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
Proven experience in administrative roles, ideally within a charity, church, or project-based environment.  At least 5 GCSE's at Grade 4 or equivalent	Experience supporting projects in a faith-based context or within the Church of England.
Skills and Abilities /Aptitudes	
Good understanding of financial processes, including handling invoices and tracking expenses.  Strong organizational skills, with the ability to manage multiple tasks and meet deadlines.  Excellent written and verbal communication skills.  Proficiency in Microsoft Office (Word, PowerPoint), skilled in Excel. Experience	Familiarity with social media platforms and website content management.  Knowledge of fundraising or grant application processes.

<p>of email management, and cloud-based storage solutions (e.g., Google Drive or OneDrive, Teams).</p> <p>Good understanding of safeguarding in context of working with young people and vulnerable adults. Ability to signpost people to support where appropriate.</p>	
<b>Work-Related Personal Qualities</b>	
<p>Ability to work independently and take initiative when needed.</p> <p>Flexibility to work remotely with regular virtual meetings with the National Director and other stakeholders.</p>	

**Other information:**

**This role would be hybrid working with at least 50% of working time spent in the Diocesan office.**

## GENERAL INFORMATION

Salary	DBF Band A £22,222 (Pro-Rata)
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	8 hours per week TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager. This is a fixed term contract until August 31 <sup>st</sup> 2026 (The post may be extended subject to funding)
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Hybrid working with 50% of working time in the Diocesan office

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informal conversation please contact Joy French by email on [joy.french@cofesuffolk.org](mailto:joy.french@cofesuffolk.org) to arrange a suitable time.

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

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

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