

JOB DESCRIPTION & PERSON SPECIFICATION

# Volunteer & Operations Support Officer (Pewsey Area)

APPLICATION DEADLINE

3 February 2025



# Hello and welcome!

## What are we looking for?

This is a new and pioneering role working with 26 church communities in the Pewsey, Wiltshire area (called a deanery) to help free up capacity for Christ's mission. You will be directly supporting and enabling the many volunteers who look after their churches and communities. This is a pioneering role that, if successful, we hope to scale and replicate elsewhere in Wiltshire, Dorset and perhaps beyond.

It is about helping us create more resilient churches, helping to build more confident discipleship and finding synergies and sharing knowledge across our communities. You will engage with a diverse range of community members, acting as the focal point of contact for support, signposting, and completion

of operational tasks. Your collaborative approach will encourage and enhance efficient and effective ways of working and advocate the gathering and sharing of useful lessons learnt with neighbouring communities.

You will be flexible and enterprising in your approach, full of initiative and motivated to leave an important legacy not just with Pewsey church communities, but well beyond it in the wider community of the Diocese of Salisbury (geographical area of Dorset, Wiltshire and the Channel Islands).

You will be employed by the Diocesan Board of Finance (DBF) that is based in Wilton, Salisbury and be required to commute and work across the Pewsey area (from 2025 to 2028).

If you feel excited by this new opportunity, we look forward to hearing from you.



# Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



# Working with us

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## The role

The role is offered as a fixed term contract for a period of 3 years by grant funding. We provide a supportive workplace culture, are committed to a sustainable work/life balance, and offer opportunities for flexible and remote working.

This role will be offered as a homeworking contract with expectation to visit DBF offices (Wilton) on occasion (two or three times a month).

## What we offer

We offer competitive and attractive compensation and benefit package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave (pro rata for part-time staff), which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

## Job role

Volunteer & Operations Support Officer, working in Pewsey, Wiltshire

## Hours

Part Time 24 hours per week – worked flexibly over 3 or 4 days

## Duration

Fixed Term Contract for 3 years

## Salary

£36,750, pro rata (Grade 4E)

## Team

Parish Support, Governance and Administration

Candidates will need to be a driver and have access to a vehicle to carry out their role, an expense reimbursement process is available.

# Volunteer & Operations Support Officer Job description

This is a pilot that, if successful we hope to replicate across the Diocese of Salisbury. It is about helping us create a more resilient church. This role would be the focal point for people needing advice, support or signposting to further knowledge and help around a number of operational tasks.

This role is a way of building collaborative—working with a group of volunteers, delegating, coordinating and supporting these volunteers. It will also be an overall ‘champion’ of this community giving energy and direction and gathering and sharing useful lessons learnt. Your energy and enthusiasm will be essential.

This is a very visible and important role and requires you to regularly be in and available to the church communities. Given the wide range of stakeholders and their needs, you will be able to manage your own time and be flexible to support events and activities outside of normal working hours.

There is a wealth of willing community members to support, and you will need to sustain existing teams and

build new ones where necessary, enabling church communities to plan for succession and change.

This will require subtlety, patience and diplomacy; there are a great many people in the community that wish to continue to play their parts and we wish to encourage them to do so.

While some communities are blessed with financial strength, many are not and the nature of their buildings and associated costs (e.g. energy and insurance) mean financial liabilities

continue to rise while income largely does not.

You will be key in helping communities to bridge the gap between the two. You will develop a good understanding of current and future costs of the parishes to secure appropriate external funding from a variety of sources.



# Personal specification

## Qualifications & Training required

- Essential: Good standard of literacy and education (at least A level or equivalent)
- Desirable: Relevant qualifications and training, e.g. administration, office or facilities management, project management

## Experience required

- Providing administrative and coordinating support in environment(s) that requires working with a wide variety of internal and external stakeholders.
- Some financial administrative responsibilities.

- Experience of coordinating and delivering projects, events or building works.
- Good grasp of Microsoft applications and a willingness to learn and work with new technologies and programmes as necessary.

## Competencies & Behavioural requirements

- Excellent communication, negotiation and influencing skills capable of relating well to a wide range of people with varying expectations.
- Self-motivated, flexible and able to effectively prioritise and organise own workload.

- Can-do attitude and creative problem solver.

- Diplomacy and sensitivity to environments and people.

- A high level of accuracy and attention to detail.

- Sympathetic to the aims and those of the Church of England

[Read the full job description and person specification here.](#)



# Application process

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As part of your application please submit the following:

**Part 1** – Complete an [Application Form](#).

**Part 2** – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

**Part 3** – A current CV

**Closing date** Monday 3 February 2025, 9am

**Shortlisting** W/C 3 February 2025

**Interview** Friday 21 February 2025 at Emmaus House, Wilton, Salisbury.

Please return applications with supporting documentation by email to:  
[hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org)

The interview process will be in two parts

- a) A task which will be shared with those invited for interview
- b) A panel interview at Emmaus House in Wilton, Salisbury

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on [hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org).

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

We are committed to the safeguarding and protection of everyone within our community.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

For more information email [hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org) or if you would an informal discussion about the role before applying, please contact the HR Team on 01722 411922.



“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”

LUKE 4: 18 – 19

[www.salisbury.anglican.org](http://www.salisbury.anglican.org)  
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