

RECEPTIONIST



The Diocese of Lincoln are seeking a Receptionist

We are seeking a Receptionist to be the welcoming face of Edward King House, providing a positive first impression for all clergy, staff, volunteers, and visitors. As the first point of contact, you will manage the reception area, handle incoming enquiries, and provide high-quality administrative support to the Parish Support Office.

As the hub of a busy diocesan centre, you will work closely with a wide range of people including diocesan employees, the Bishops' Office, Archdeacons, clergy across the diocese, trustees, volunteers, and external visitors.

As the Receptionist, you will:

- Provide a warm welcome to all visitors and ensure accurate sign-in procedures are followed.
- Answer, screen, and forward incoming calls, prioritising messages appropriately
- Manage meeting room bookings and support with hospitality when required
- Maintain a tidy and organised reception environment
- Monitor and order office supplies
- Provide administrative support
- Maintain accurate digital filing systems and records
- Manage and respond to shared email inboxes
- Sort and distribute incoming post promptly

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[THE LINCOLN DIOCESE](#)



[LORD SHOW US THE WAY](#)



[A TIME TO CHANGE TOGETHER](#)

CLOSING: SUNDAY MARCH 6, 2026
INTERVIEW: MONDAY MARCH 16, 2026



The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.



**33 DAYS HOLIDAY
INCL BANK
HOLIDAYS**



ON SITE PARKING



**COMPETITIVE
PENSION SCHEME**



**OCCUPATIONAL SICK
PAY**



**EMPLOYEE
ASSISTANCE
PROGRAMME &
HEALTH CASHBACK
PLAN**



**SUPPORTED
PROFESSIONAL
DEVELOPMENT**

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OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

LEARNING & DEVELOPMENT OPPORTUNITIES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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JOB DESCRIPTION

JOB TITLE:

RECEPTIONIST

ACCOUNTABLE TO:

EXECUTIVE ADMINISTRATION MANAGER

SALARY:

£25,000 WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

CONTRACTUAL STATUS:

FULL-TIME PERMANANT

KEY RELATIONSHPS:

- Employees and managers of the Lincoln Diocesan Trust and Board of Finance.
- The Bishops' office.
- The Archdeacons and their administration office.
- Lincoln Diocese clergy.
- Diocesan trustees and other volunteers.
- All visitors to Edward King House.

MAIN LOCATION:

EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

HOURS OF WORK:

35 HOURS PER WEEK, 08.30 - 16:30, MONDAY TO FRIDAY

JOB SUMMARY:

As the first point of contact at Edward King House, you will provide a welcoming atmosphere for all visitors and guests. You will be responsible for maintaining a tidy, well organised reception area, answering, screening and forwarding incoming calls and ensuring all guests and visitors are greeted warmly ensuring a positive first impression. The role also involves undertaking administrative task for the Parish Support Office as necessary.

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KEY DUTIES AND RESPONSIBILITIES:

1. Welcome visitors to Edward King House and ensure their presence is accurately recorded.
2. Answer, screen and forward all incoming phone calls, prioritising messages as appropriate.
3. Manage meeting room bookings ensuring required resources are available.
4. Arrange meetings as requested and assist with the provision of hospitality as and when required.
5. Monitor and order office supplies as required.
6. Undertake administrative duties on behalf of the Parish Support Team including emails, photocopying, filing and general correspondence.
7. Ensuring accurate record keeping including the maintenance of an effective digital filing system.
8. Attend departmental meetings and any other meetings as required.
9. Develop and maintain good working relationship with members of the team, parish clergy and officers as well as the public.
10. Monitor various email inboxes, responding or redirecting enquiries as appropriate.
11. Sort all post received and distribute in a timely manner.
12. Undertake all mandated training and refreshers as dictated by policy.
13. Any other duties of an associated or similar nature as directed by the Executive Administration Manager.

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CONTINUED PROFESSIONAL DEVELOPMENT:

GENERAL RESPONSIBILITIES:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

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PERSON SPECIFICATION

QUALIFICATIONS & KNOWLEDGE:

- A minimum of 3 GCSCs in Math and English, or equivalent. (e)
- Good working knowledge of Microsoft Office in particular Word, Excel and Outlook. (e)

SKILLS & EXPERIENCE

- Experience of working as a receptionist in a busy office environment (e)
- Diary Management (e)
- Organised and methodical approach to administration with professional, welcoming attitude. (e)
- Commitment to providing a positive welcoming atmosphere. (e)
- Confidentiality and discretion. (e)
- Team player with a 'can do' attitude. (e)
- Strong interpersonal skills. (e)
- Ability to manage competing demands with excellent time management. (e)
- Willingness to be flexible and adaptable. (e)

ABILITIES

- Able to prioritise and meet deadlines. (e)
- Able to motivate and inspire the confidence of others. (e)
- Ability to work collaboratively as part of a small team. (e)
- Ability to stay calm and focussed under pressure. (e)

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