



COLLEGE OF ST HUGH ADMINISTRATOR



Join Us as Our Administrator

Are you an organised and proactive administrator who enjoys supporting people and programmes that make a real difference? Do you value working collaboratively, offering practical support, and contributing to a mission-driven organisation?

The College of St Hugh is seeking a highly organised and proactive Administration Officer to provide comprehensive administrative support across its ministry training, vocation and formation programmes. This is a varied and rewarding role, supporting the Warden of the College and a range of officers involved in the training and development of ordinands, lay ministers and clergy within the Diocese of Lincoln.

Working as part of the central Parish Support Office administration team, you will play a key role in coordinating training events, managing records, supporting finance processes and ensuring the smooth day-to-day administration of the College's work.

This is an exciting opportunity to work at the heart of a values-led, supportive organisation committed to learning, formation and ministry across the Diocese of Lincoln.

In this varied and impactful role, you will provide high-quality administrative support across the following areas:

- Training & Events Coordination
- Administrative & Diary Support
- Finance Processing & Record Keeping
- Team & Stakeholder Collaboration

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[THE LINCOLN DIOCESE](#)



[LORD SHOW US THE WAY](#)



[A TIME TO CHANGE TOGETHER](#)

CLOSING: SUNDAY MAY 24, 2026
INTERVIEW: THURSDAY JUNE 4, 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 OPPORTUNITES

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:

COLLEGE OF ST HUGH ADMINISTRATOR

ACCOUNTABLE TO:

WARDEN OF THE COLLEGE OF ST HUGH

SALARY:

£27,000 WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

CONTRACTUAL STATUS:

FULL-TIME PERMANANT

KEY RELATIONSHPS:

- Warden of the college of St Hugh
- Colleagues in the College of St Hugh
- Bishop's Office and Diocesan Registry
- Parish Support Office administration
- Parishes, Clergy and People across the Diocese of Lincoln

MAIN LOCATION:

EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

HOURS OF WORK:

35 HOURS PER WEEK, MONDAY TO FRIDAY

JOB SUMMARY:

To work with the Warden of the College of St Hugh and members of the team to provide comprehensive administrative support to the College of St Hugh, including the Warden, Director of Ordinands and Vocations (DDOV), IME2 Officer, Wellbeing and Continuing Ministerial Development (CMD) Officer, and Mission and Discipleship Officer, with some additional support occasionally for the Children, Youth and Families team and the Lay Ministry Team.

As part of the central Parish Support Office administration team, the postholder will also contribute flexibly to shared administrative tasks and support diocesan events as required.

This postholder will be responsible for supporting training events organised and run by team members and in connection with the College of St Hugh.

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KEY DUTIES AND RESPONSIBILITIES:

1. Provide administrative support to the Warden of the College of St Hugh, Director of Ordinands and Vocations (DDOV), IME2 Officer, Wellbeing and Continuing Ministerial Development (CMD) Officer, and Mission and Discipleship Officer, supporting the delivery of training and development of ordinands, readers and lay ministers, in the following key areas
 - Vocational discernment discovery courses,
 - Discernment days,
 - Vocational retreat days and
 - Residentials,
2. This will include invitations, venue/room bookings, IT setup, printing and on-the-day coordination, timetables, instructions, and hospitality.
3. Raise purchase orders, process invoices and support the submission of expense claims.
4. Support the finance administration for full-time ordinands, ensuring relevant forms are completed accurately.
5. Ensure accurate record keeping and GDPR compliance.
6. Prepare draft correspondence, mailings, newsletters and general communications as required.
7. Manage shared resources (e.g. books, labyrinth and training materials), maintaining inventories and coordinating requests.
8. Provide printing and scanning support for the team, including production of training booklets and materials.
9. Take minutes and support agenda preparation for meetings as required.
10. Work collaboratively with colleagues across the Parish Support Office, providing cover and support during busy periods.
11. Attend team, departmental and diocesan meetings as required.
12. Develop and maintain good working relationship with members of the team, parish clergy and officers as well as the general public.

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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:

- A minimum of 3 GCSCs in Math, Science and English, or equivalent (e)
- Level two qualification in business administration (d)

KNOWLEDGE & EXPERIENCE

- An understanding of the organisational structure, breadth and dynamics of the Church of England (d)
- Proficient and effective use of technology, with good working knowledge of Office 365 Excel, Word, MS Teams, Outlook and PowerPoint. (e)
- Proven experience in a busy administrative role involving complex processes and multiple deadlines (d)
- Understanding of relevant legislation, including the Data Protection Act (d)

SKILLS

- Organised and methodical approach to administration and record keeping (e)
- Organising and servicing meetings, including taking notes and creating minutes (e)
- Diary management (e)
- Accurate data entry and analysis skills (e)
- Excellent written and verbal communication skills (e)
- Time Management skills (e)
- Attention to detail (e)
- Self-motivated and proactive (e)
- Needs to be in sympathy with the aims of the church in the Diocese of Lincoln, regionally and nationally (e)
- Have a positive 'can do' attitude (e)
- Highly collaborative (e)
- Effective communicator; able to listen, converse and influence in a range of situations from one to one, to large gatherings (e)

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PERSON SPECIFICATION

ABILITIES

- Ability to work collaboratively as part of a small team, collecting data, sharing learning and ideas widely (e)
- Ability to be flexible and adaptable with work (e)
- Ability to manage time and priorities (e)
- Ability to keep confidentiality and use discretion (e)

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