

JOB APPLICATION PACK

# Governance Administrator

APPLICATION DEADLINE: MONDAY 26 JANUARY 2026



**Diocese  
of Salisbury**  
Making  
Jesus Known



# About the role

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Thank you for your interest in our role at the Diocesan Board of Finance (DBF) based in Wilton near Salisbury.

The DBF is part of the wider Diocese of Salisbury.

Within this pack, you will find a download of job description and details further on about how to apply.

## About our role

We are looking for a Governance Administrator to join our busy governance team and play a vital part in strengthening our processes and systems in our diocese. You will be providing key governance and compliance services across a number of areas including committee meetings, consultations, record keeping and elections as well as supporting the wider Parish Support team.

You will provide support and consistency for required legal processes in work with our parishes and at Diocesan level.

You will help embed good practice, strengthening structures, improving compliance and supporting a positive approach to governance.

You will be someone who:

- Communicates with warmth, clarity and patience
- Is confident in learning new digital systems
- Is an enthusiastic team player
- Has strong administrative, organisational and interpersonal skills
- Ensures accuracy and attention to detail
- Values confidentiality and understands the sensitive nature of working with our parishes
- Can manage your own workload and adapt flexibly to the needs of the department

If you are interested in working in a supportive environment, helping others and working with parishes, we would love to hear from you.

For a full job description [please download here](#).

# About the DBF, our Vision & Priorities

The Diocese of Salisbury is a Christian community of churches, schools and chaplaincies serving one million people, stretching over 2000 square miles, from North Wiltshire to the Jurassic Coast and Channel Islands of Jersey and Guernsey. We are one of the most geographically diverse Anglican dioceses, covering a wide range of landscapes, from the rural villages to the diversity of Poole and North Bournemouth. For more than 900 years, we have been a regional presence of the Church of England, with a history of serving our communities.

In joining our diocese, you can be part of a dynamic, charitable organisation, working to be a bold and purposeful church that serves everyone.

We have flexible working options available, and staff are supported with their wellbeing and work/life balance. While some DBF roles carry a genuine occupational requirement for Christian faith, many do not. You will be working with a welcoming group of colleagues from diverse faith and non-faith backgrounds and experiences.

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 aim to be more relevant, valued and successful, working hard to meet real needs with compassion and simplicity.





# Working with us

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## What we offer

This role is offered on a permanent, part-time basis on either a Frequent Homeworker or office-based contract. We provide a supportive workplace culture, are committed to a sustainable work/life balance, and offer opportunities for flexible and remote working. As a Frequent Homeworker there is a requirement to work part of the time from the main offices at Emmaus House – final arrangements and work pattern would be discussed and agreed with the successful candidate.

## Pension

We offer a competitive and attractive compensation and benefits package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover), 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.

## Annual Leave

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

<b>Job role:</b>	Governance Administrator
<b>Hours:</b>	Part time 17.5hrs per week worked flexibly over 3 or 4 days
<b>Duration:</b>	Permament
<b>Contract:</b>	Frequent Homeworker or Office Based
<b>Salary:</b>	£14,870pa (FTE – £29,741pa, Grade 5E)
<b>Team:</b>	Governance Team part of Parish Support

# How to apply

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To help us with the selection process and ensure fairness, shortlisting will be based on the information you provide in your application. No assumptions will be made about your background, experience or skills unless you give us the information.

Please explain how you meet the criteria in the job description and person specification. Even if you do not fit all the requirements, but you're still interested in the role and joining us, we would encourage you to submit your application.

Part 1 – Complete a DBF Application Form ([download here](#)).

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 – Your current CV

<b>Closing Date:</b>	Mon 26 January 2026 by 9am
<b>Shortlisting:</b>	Wed 28 January 2026
<b>Interview:</b>	Thurs 5 February 2026, in person at Emmaus House, Wilton, SP2 OFG.

The interview date is fixed, and we value meeting candidates in person at Emmaus House, please keep the date free should you be invited.

The interview process will be in two parts

- a) Assessment
- b) A formal interview

If you would like any more information or additional support in order to apply for this role, please do get in touch, we're happy to help: contact the HR team on 01722 438650 or [hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org)

Please send your application form, CV and covering letter by email to: [hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org)

## Privacy and your Data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

You can read our full [Privacy Notice here](#)

"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

