

Receptionist

Dear enquirer,

Thank you for showing interest in this post.

The role of Receptionist is an important one for this college. The post we are advertising is a job-share with our current receptionist and we are looking for somebody who would be able to work over two days, one of which is Friday and provide holiday and sickness cover on occasion. The second day can be negotiated in discussion with our current part-time receptionist.

You will be contributing to our work by welcoming, hosting and supporting our students, staff, visitors and conference guests. As the first point of contact, you also represent Trinity College to external contacts. Keeping front of house operations well managed and efficiently organised, students and staff can apply themselves to their study and work in a well-functioning environment. You will need to be proactive in your work, but you will also work closely with and assist the Operations Manager. Yours will be a key role in the Property and Facilities team and it gives plenty of scope to encourage and support others in their tasks.

Our college vision is to live like the Kingdom is near. We take this from Jesus' teaching about the Kingdom of God. There is a sense that, as Christians, we are ushering in a new way of life and we want to express this widely in our college. Person-centred practices can witness to this as too can well-ordered administration. Both reveal a pastoral heart.

If you were to join us as a Receptionist, you would be joining a thriving college community. Trinity College is the largest residential theological college serving the Church of England. Of a total of just over 200 students, full-time and part-time, about half are preparing for ordained ministry in the Church of England. Others have chosen to study for their Theology degree here rather than at university because of our shared commitment to the Christian faith and because of the strong sense of community that is possible in a relatively small college. Some students are undertaking postgraduate work at Masters or doctoral level. Some live on site or in the local area; some commute or relate to us from a distance. Students from Bristol Baptist College also study with us. We manage a portfolio of 40 or so properties available to the students. We have a small day nursery which caters for the families among our students as well as for children from the wider community around the college. We also hire the premises out at times to external groups for conferences and other activities.

The majority of our students are in their twenties and thirties, some with families. You'll get to know them in the course of your work as well as in the dining room, where 100 to 150 people gather for lunch every weekday during term-time.

We welcome applications from a wide range of people including persons of ethnic minority heritage who are currently under-represented in the staff team. At the shortlisting stage we will take matters of diversity into account when deciding which candidates, who meet the essential criteria, to invite for interview.

This is an exceptional opportunity to join a small, friendly and appreciative college community and, for those interested in supporting the work of the Church, a rare vocational opportunity. If you were to come here, you would be joining an administrative team of around twelve people, some full-time, some part-time. It's an encouraging and committed working environment. Please get in touch and apply if this appeals to you. The process is:

- submit the application form by 9:00am, Monday 29 November 2021
- short-listed candidates invited to interview in the week commencing 6 December 2021.
- person appointed start first week of January 2022.

With all prayerful very best wishes,

Andrew Lucas
Executive Director