

Dear enquirer

Thank you for your interest in the position at Trinity College Bristol of People and Safeguarding Co-ordinator and Executive Assistant.

The role becomes vacant on the departure of the previous incumbent and a slight reconfiguring of current roles.

The dual role of **People and Safeguarding Co-ordinator** and **Executive Assistant to the Executive Director** is a pivotal one in enabling us to fulfil our mission as a college. It is for this reason that it will suit someone not only with relevant experience, skills and gifts but someone who shares the college's vision to 'live like the Kingdom is near'. You will work closely with the college's leadership team and you will contribute to the setting of ethos in the way you go about your work.

The role could suit one person wanting to work five days a week or it can be adjusted to less than full-time or it could be divided into two parts and be taken on by two people wanting to work part-time. There is core work that needs to be done, but there is scope to shape the role according to your own interests and experience.

The college is a dynamic place to work. The work is interesting and challenging and you will be participating in God's mission to equip men and women to be Christlike leaders in his Church.

The college is a supportive place to work. You will have dedicated colleagues with whom you will form strong and encouraging relationships. We work in a beautiful environment. We enjoy excellent lunches with the student community free of charge and so both through your work and meeting them at lunchtime you will soon get to know many of the students.

There are a little under 200 students all told, of whom some 120 are full-time and the rest part-time. Mostly, they range in age between mid 20s and early 40s. The large majority of our full-time students are ordinands preparing to become clergy in the Church of England and many come to Bristol with their families. We also share much of our teaching with Bristol Baptist College and about 30 of their students join us for lectures. We operate a 26-place day nursery which is open to both college student families and families from the local community.

Please do take time to read some of the information about us on our web pages. I hope you will gain insight into the college, its values, and its community life.

It is a great privilege to work here. The students and staff are wonderful to work with and we work in lovely buildings on a beautiful site. And we serve an inspiring cause to help church leaders of the future grow in knowledge, skills, and character.

If you would like to apply, please complete the application form and return it to us by first post on Tuesday 19 July. We plan to interview on Thursday 21 July.

With all very best wishes

Andrew Lucas  
Executive Director

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