



# LDBS Intern Programme

**Christian Distinctiveness Intern**

# About the role

- The purpose of the role is to provide support to the LDBS Christian Distinctiveness team by supporting the day-to-day administration of the service to schools.
- The role is essential for helping us to support the Christian character of schools.
- Your work will be crucial in helping us to exercise responsible stewardship of Church of England education in London and to make a positive impact on the quality of education offered by 150+ Church schools to 55,000+ pupils.
- This is a fantastic opportunity to make a difference for schools, to support the smooth running of a busy office where no two days are the same and gain some real-world experience.
- The role would suit a recent graduate keen to apply their skills in an organisation that makes a difference for pupils.
- The internship is full-time for three months in the first instance.
- This is a paid internship. We pay the London Living Wage which is £14.80/hour.
- This is an office-based role. The place of work is 36 Causton Street, Pimlico, London.



# How to apply

- To apply, send a CV to [ldbsrecruitment@london.anglican.org](mailto:ldbsrecruitment@london.anglican.org)
- Please include a cover letter which explains why you are a good candidate for the role.
- The LDBS team is diverse and LDBS is an inclusive employer.
- We welcome applications from people of all backgrounds.
- **Closing Date: Thursday 12th February 2026**  
**Interviews: Friday 27th February 2026**



For more information or to arrange an informal discussion please contact:  
Terri Patterson, People and Culture Director, [terri.patterson@london.anglican.org](mailto:terri.patterson@london.anglican.org)

# Job description: Christian Distinctiveness Administrator

You may be asked to undertake any other duties and responsibilities commensurate with the post, including occasionally supporting out-of-hours training and events. We expect all staff to act as ambassadors for the LDBS and to support our policies including safeguarding, equalities and health and safety.



## 1. Enriching Opportunities

Supporting the organisation of, and providing administration for, enriching opportunities for pupils to experience the love of God in Christ, including:

- Annual St Paul's Cathedral service
- Prom Praise for Schools (Royal Albert Hall)
- Student conferences and meetings

## 2. Developing schools

Administering the Christian Distinctiveness service to schools, including:

- Maintaining up-to-date records before, during and after SIAMS inspections
- Administering the annual cycle of Christian Distinctiveness and RE visits to schools and SIAMS health-checks
- Supporting the development of the RE curriculum and Collective Worship calendar including proof-reading, formatting and publishing
- Supporting the team to provide content for communications

## 3. Developing People

Providing organisational, administrative and technical support for a wide range of training to support the Christian character of schools, including:

- On-line briefings and training
- In-person training, network meetings, events and conferences
- Prepare venues, hospitality, scheduling, planning, record keeping, and collating and processing feedback

## 4. Shaping education

Supporting the Christian Distinctiveness team as they pro-actively engage with Church and Education partners and advocate for Church of England education, including:

- Liaison with stakeholders
- Taking meeting notes
- Monitoring membership and attendance at SACREs

## 5. LDBS development

Supporting the overall development of LDBS, including:

- Providing diary support to the Senior Christian Distinctiveness Partner
- Maintaining up-to-date website content
- Monitoring, formatting and publishing relevant policy and other documents
- Administering the weekly staff prayer meeting
- Supporting the development of our electronic record keeping systems and ensure that filing is consistent and clear;
- Supporting our move from paper-based to electronic-based record keeping;
- Supporting individual staff with trouble-shooting and problem solving;
- Communicating with consultants, external partners, agencies, schools and staff in line with LDBS vision and values
- Helping to prepare presentations and reports.
- Providing accurate information in a timely manner to customers and LDBS staff

# Person specification

## 1. Commitment

In order to find purpose in the role you will:

- Be motivated to make a difference in education through efficient, effective administration and through helping us to take an evidence-based approach;
- Share our vision for the effective stewardship of Church of England education in London through distinctively Christian schools which are equitable and in which pupils are safeguarded.

There is a Genuine Occupational Requirement for the postholder to be a practising Christian. A vibrant and active Christian faith is essential for credibility as you engage schools and wider stakeholders with issues of faith.

## 2. Experience and knowledge

This role is designed to provide you with wide-ranging office experience so there is no requirement for prior experience. However, you will have studied a relevant subject and will be keen to apply what you have learned.

The experience and knowledge which will equip you for this role includes:

- An effective working knowledge of Office 365 and well-developed IT skills;

- The ability to communicate verbally and in writing with a range of people from diverse backgrounds;
- Experience of working in a team setting;
- Experience of providing administrative support to a team.

## 3. Skills

You will have the skills and abilities to carry out the role, including:

- Excellent communication skills including in person, written and verbal;
- Excellent IT skills;
- A keen eye for detail and accuracy;
- The emotional intelligence and skills to navigate sometimes complex relationships with a wide range of stakeholders;
- A self-starter with strong organisational and time management skills;
- The ability to understand and work within Church of England and Education structures and practices;
- A team player willing and able to support the ongoing development of the whole LDBS team.

# Five ways that LDBS serves and supports



## Providing enriching opportunities

*for children and young people to experience the love of God in Christ*



## Developing schools

*as deeply Christian places that serve the common good and offer a transformational education, with opportunities for all to flourish, regardless of background*



## Developing people

*so that all staff and governors have every opportunity to grow*



## Developing school operations & logistics

*so that Church schools are effective, safe and sustainable*

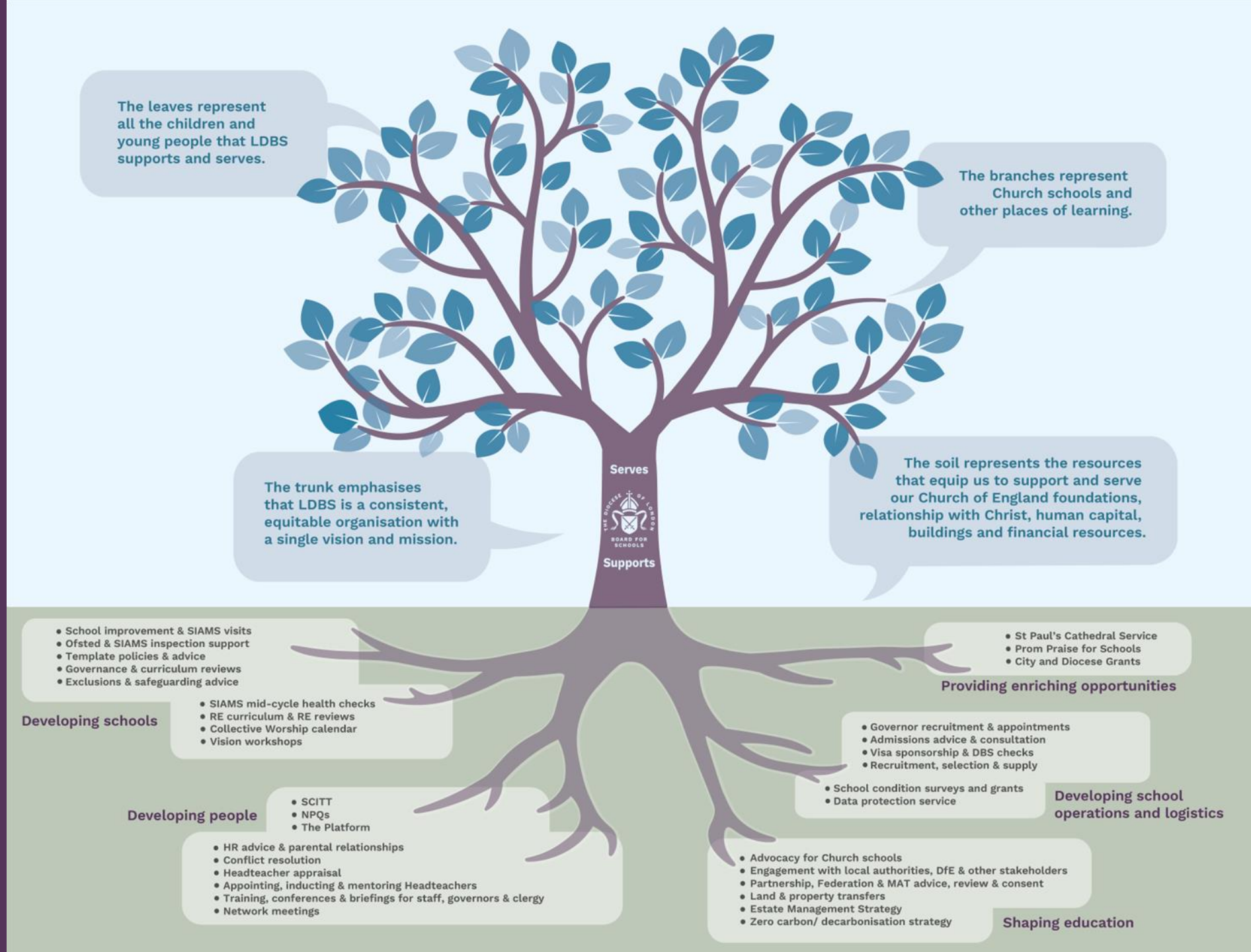


## Shaping education

*as a long-term, pro-active partner in a strong education system*



# About LDBS – what we do





**London Diocesan Board for Schools**  
**[www.ldbs.co.uk](http://www.ldbs.co.uk) 020 7932 1100**

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