

DIOCESE OF Hexham & Newcastle



Vacancy **Senior Administrator**

Ref 20/2018

The Diocese of Hexham and Newcastle wishes to appoint a full-time Senior Administrator to join the Department for Safeguarding based in Newcastle.

The successful candidate will be experienced in office management and general administration and will manage the full Disclosure and Barring Service (DBS) checking process. They will have a good level of general education, including GCSEs A*-C in Mathematics and English or equivalent. Excellent and up to date IT skills are essential. They will also have the ability to communicate with a range of audiences and experience of dealing with sensitive situations. Previous experience in DBS processing is desirable.

It is important that the person appointed is sympathetic to the aims and ethos of the Diocese.

Hours of work: 37.5 hours per week, Mon-Fri 8.30am – 4.30pm

Salary: £23,710 plus pension

Applications are available at www.rcdhn.org.uk or contact us on 0191 243 3301 or email human.resources@diocesehn.org.uk

The closing date for applications is 10 December 2018.