

DIOCESE OF Hexham & Newcastle



Vacancy Administrator

Ref 03/2019

Fixed term contract – 12 months

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

The successful candidate will be experienced in general office and administrative procedures with 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 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, occasional evening and weekend working

Salary: £18,046 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 16 January 2019.