

DIOCESE OF Hexham & Newcastle



Vacancy Administrator

Fixed Term Contract – 12 months

Ref 01/2019

The parishes of St John XXIII, Washington and St Joseph, Birtley require a part-time Administrator to assist with parish administration. The role will be based at Our Blessed Lady Immaculate, Village Lane, Washington.

This is an excellent opportunity for an individual experienced in general office and administration duties, with excellent IT skills, in particular Microsoft Word, Excel and desktop publishing.

The post holder will have a good level of general education, including GCSE A*-C in English and Maths or equivalent. They will also have the ability to build good relationships with all associates and have a high level of confidentiality, integrity and attention to detail. Good organisational and planning skills and experience of dealing with sensitive situations are essential.

Salary: £7,699 (£18,046 FTE) Hours of work: 16 per week

Working Pattern: Monday and Wednesday 9.30am – 2.30pm and Friday, 9.30am – 3.30pm

An Enhanced DBS check is required for this role.

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

An application pack is 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 15 January 2019.

Diocese of Hexham and Newcastle

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