

DIOCESE OF Hexham & Newcastle



Administrator – Vacancy

(Ref 25/2017)

Fixed term contract – 12 months

The parishes of St Joseph's, Stanley, St Patrick's, Dipton and The Sacred Heart, Byermoor, require a part-time Administrator to assist with parish administration.

This is an excellent opportunity for an individual experienced in general office and administration duties, who has excellent and up-to-date I.T. skills, in particular Microsoft packages.

The post holder will have a good level of general education, including GCSEs A*-C in Mathematics and English 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.

It is important that the person appointed is sympathetic to the aims and ethos of the Diocese of Hexham and Newcastle. The role will be based at St Joseph's, Stanley.

Salary: £9.10 per hour.

Hours of work: 10 per week, 2.5 hours per day, Tuesday to Friday

This post is subject to an Enhanced DBS check.

An application pack is available from www.rcdhn.org.uk or ☎ 0191 243 3301

Email: human.resources@diocesehn.org.uk

The closing date for applications is 18 September 2017.

Diocese of Hexham and Newcastle

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