DIOCESE OF Hexham & Newcastle

Administrator – Vacancy

Ref 17/2017

Fixed term contract – 12 months

The parishes of St Mary, Whickham; Immaculate Heart, Lobley Hill; and St Philip Neri, Dunston 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 I.T. skills, in particular Microsoft Word and Excel.

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.

Salary: £7287 pro rata (FTE £17,080) per annum.

Hours of work: 16 per week, Tues-Fri, 10am – 2pm.

This post is subject to an Enhanced DBS check.

For an application form visit www.rcdhn.org.uk Tel: 0191 243 3301 or email: human.resources@diocesehn.org.uk

The closing date for applications is 23 May 2017.

Diocese of Hexham and Newcastle
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