

Vacancy: Vicariate for Clergy Administrator

The Diocese of Plymouth is looking to appoint the following position.

Vicariate for Clergy Administrator (part time) – 1 post

Location: Home based but within travelling distance to St Boniface House, Ashburton, Devon

Salary: £11.14 per hour (Actual Salary - £9,268.00 per annum)

Hours: 16 hours per week

The Vicariate for Clergy Administrator will work under the supervision and direction of the Secretary to the Episcopal Vicar for Clergy to provide appropriate administrative support to the Vicariate for Clergy to ensure the smooth running of clergy administration. The post holder will be the main point of contact for all aspects of events organised by members of the Vicariate for Clergy, Vicar General and Moderator of the Curia, liaising with relevant people to ensure the various aspects of the events are delivered efficiently in accordance with what has been agreed. The post holder will be required to have a high level of secretarial or administrative experience and will require excellent organisational skills together with good experience of Microsoft Office and excellent interpersonal skills. An ability to work within and promote our Catholic ethos would be vital.

Copies of the job description and application form are obtainable from Jan Holton on 01364 645383 or by email to recruitment@prcdtr.org.uk. The last date for applications is Monday 28 September 2020 and interviews will be held on Monday 12 October 2020 at St. Boniface House, Ashburton.