

Parish Administrator

Appointment Type: Part-time, permanent **Working hours:** 12 hours per week - worked Monday, Thursday & Friday **Location:** St John's Presbytery, St John's Road, Padiham, Burnley, Lancashire BB12 7BN **Salary & benefits:** £12.60 per hr, 25 holidays, plus statutory bank holidays and 5 Diocesan closure days (subject to pro-rata for part-time employees).

About: The parish of St John Paul II are looking for a Parish Administrator to provide administrative support to the parish including office administration, secretarial and basic accounting duties.

What we are looking for: We are looking for a person with excellent organisational skills who is able to work well and effectively within a small team, including volunteers. They will be able to undertake a variety of administrative tasks competently and efficiently and be able to prioritise activities to meet deadlines.

What you will need: The successful candidate will have experience of Microsoft Office and ideally have experience as a Secretary/Administrator in a responsible position. They will be trustworthy with the ability to work with complete discretion and confidentiality and have a friendly and professional manner.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. **This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults. All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.**

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Tuesday 7th May 2024

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role or application process please contact HR: HR@dioceseofsalford.org.uk or on 0161 8172219