

Communications Team Administrator

Appointment Type: Permanent **Working hours:** 28 or 35 hours per week, to be worked Monday to Friday. However, some flexible working will be required including evenings and weekends. **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary:** £23,407 per annum - Pro rata for part time employee.

Enhanced Benefits: Help@ Hand- employee assistance service, including remote GP appointments, counselling, physiotherapy. The Diocese also offers a pension scheme, death in service cover and 25 days holidays, plus statutory bank holidays and 5 Diocesan closure days (over Christmas and Easter).

About: The Diocese is a supportive and interesting place to work. We are looking to appoint a determined and self-motivated individual who is enthusiastic about helping the Diocese tell its story, via its people, projects, and parishes. This role will give the right candidate the opportunity to develop their skills and competencies.

What we are looking for: We are looking for a team player to join a busy, dynamic environment, who can prioritise and adapt quickly. The successful candidate will have good administrative skills and a passion for getting things right. They will also have good IT skills, particularly Microsoft Office applications and excellent verbal and written communication skills. They will have demonstrative ability to prioritise effectively and work to deadlines.

What you will need: The successful candidate will need to have the ability to assist with a variety of administration tasks that support the external and internal communications of the diocese and its parishes as well as the running of a CRM. They will have a demonstrative ability to develop process, resources and tools to engage a variety of stakeholders.

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 a basic check by the Disclosure and Barring Service. 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: Tuesday, 15th October 2024 at 12 noon

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.