

Project Administrator

Appointment Type: Full-time, Permanent. Part-time considered **Working hours:** 28 hours per week or 35 hours per week **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary:** £24,983 per annum.

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 for a team player to join a busy, dynamic environment, who can prioritise and adapt quickly. You will assist with a variety of administration tasks that support our current projects and programmes of work. This is an exciting opportunity for a strong administrator to support to Project Officer and Programme Lead to gather and share information and update and develop vital tracking systems and record.

What we are looking for: The successful applicant will have excellent organisational and administrative skills with high level of literacy and numeracy skills. They will also have excellent IT skills, specifically Microsoft Office software and an ability to communicate effectively and sensitively with colleagues. The post holder will have demonstrative ability to work independently and as part of a team.

What you will need: The successful candidate will have relevant, experience working in a similar role or an environment requiring excellent attention to detail. They will have a demonstrative ability of developing and maintaining systems and processes. The post holder will have the ability to project a friendly, professional manner, both in person and on the telephone as well as adopt a flexible approach.

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 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: Friday 29th November 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.

Salford Roman Catholic Diocesan Trustees Registered Charity - Registered Charity No. 250037