

DIOCESE OF Hexham & Newcastle



Vacancy **Parish Secretary**

Fixed Term Contract – 12 months

Ref 01/2018

The parish of St Mary and St Wilfrid, Bishop Auckland requires a part-time secretary to assist with parish administration.

This is an excellent opportunity for an individual experienced in general office and administration duties, with excellent and up-to-date I.T. skills, in particular Microsoft Word, Excel and desktop publishing.

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.

Salary: £9.24 per hour. Hours of work: 10 per week

Working Pattern: Tues and Wed 10.30am – 1.30pm, Fri 10.30am – 2.30pm

An Enhanced DBS check is required for this role.

It is important that the person appointed is sympathetic to the aims and ethos of the Diocese.

An application pack is available at www.rcdhn.org.uk or contact us on 0191 243 3301 or email human.resources@diocesehn.org.uk

Diocese of Hexham and Newcastle
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