



DIOCESE OF **Hexham & Newcastle**



Application Pack

Administrator

October 2021

Who are we?

- We are 152 separate Parish Communities, grouped together into 19 Partnerships, within 5 Episcopal Areas
- With an area of 3195 square miles, our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 168,500

Diocesan Vision: Inspired by the Risen Christ, we aim to be a church where communities of faith flourish, members accept co-responsibility for the building of God's Kingdom, enabling all to live life to the full.

Diocesan Mission: A welcoming, worshipping people of God, sharing the Good News, growing as Disciples of Jesus in faith, and living in loving service of others.

Diocesan Values:

- **Integrity** – Being honest, open and consistent in all that we do
- **Respect** – Respecting every human being, respecting diversity and everyone's different gifts and opinions and respecting our world
- **Trust** – Trusting in God, trusting in each other and trusting in ourselves
- **Service** – Having an attitude of service and using our talents to serve God and our neighbour
- **Compassion** – Seeing God's face in everyone – particularly the poor and the vulnerable

Diocesan Objectives

The Diocese will ensure the:

- Dynamic growth and renewal of the Church through our Partnerships
- Building of God's Kingdom in community and public life
- Sustainability and resourcing of the Diocesan mission and ministry

Introducing Vicariates

In the Diocese of Hexham and Newcastle we operate under 'Vicariate' areas of responsibilities. These are umbrella structures that provide space and support for key aspects of the life of the Church.

The Vicariate for Faith & Mission supports people in the Church in areas such as bereavement support, marriage preparation, people's faith development, the celebration, sharing and deepening of people's faith.

The Vicariate for Caritas supports Church projects such as helping the homeless, helping refugees, promoting social justice and supporting environmental awareness.

The Vicariate for Care for the Clergy supports the work of priests, their well-being and their ongoing faith development.

It is not expected that an Administrator would have a strong understanding of the nature of this work. Training and support would be provided in the role.



DIOCESE OF **Hexham & Newcastle**

Job Description

To provide professional and proactive administrative support to the Vicariates of Faith & Mission, Caritas and Care for the Clergy.

What will your duties and responsibilities be?

- Work as an effective team member, providing confidential administrative support
- Be a first point of contact for the Vicariates, responding to enquiries by email, telephone and post, passing on as required for more detailed consideration by members of the Vicariate teams
- Create high quality publicity materials using IT skills/various computer packages
- Collate briefing papers, reports and presentations
- Transcript audio-visual materials
- Record minutes of meetings as requested, including online Zoom meetings
- Provide technical support for Zoom meetings, including hosting break out groups
- Maintain comprehensive filing systems to a high standard, including digital archiving and the secure disposal of documents
- Welcome and provide hospitality to visitors and callers
- Support with the content of the Vicariate pages of the Diocesan website, liaising with the Department for Communications as required
- Support with the arrangements for conferences and meetings, including booking suitable venues, negotiating costs, raising invoices, liaising with speakers, processing bookings and attending when required, to ensure efficient organisation of the event
- Support with the maintenance and operation of the integrated diary and timetable for the three Vicariates
- Take responsibility for projects from start to completion
- Maintain databases for the Vicariates
- Maintain and promote good relationships among all who are associated with the work of the Diocese
- Undertake other reasonable duties by request of line manager

What skills and experience do you need to apply?

You must have:

- A good level of general education, including GCSEs A*-C/L5+ in Mathematics and English
- Excellent IT skills, including Microsoft Word, Excel, PowerPoint
- Good experience in general office and administrative procedures
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- Experience of successfully managing projects through from start to finish
- Strong organisational skills and time management skills, with the ability to multi-task, plan and prioritise in a busy working environment
- The ability to stay calm when under pressure, and be proactive and logical

- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- A good sense of responsibility, be punctual and reliable
- Accuracy and attention to detail, particularly in the written form
- The ability to communicate with confidence at all levels
- A willingness and availability to work flexible hours when required
- Full driving licence and access to a car

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.

Due to Covid 19, working from home may be required.

What will we offer you?

- Salary: £21,977 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary.
- Hours: Full-time – generally 8.30am to 4.30pm with some evening and weekend. Hours to be worked over five days each week.
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 22 days holiday per year plus statutory holidays, increasing by one day per year's service, up to a maximum of 27 days
- Cycle to Work Scheme
- Location: Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY. Home working is available (current trial period) although attendance in the office may also be required.

How can you apply?

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Amy Cameron by email amy.cameron@diocesehn.org.uk or telephone 07540197652.

Critical dates:

Deadline for applications: 1 November 2021

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website www.rcdhn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977