



DIOCESE OF **Hexham & Newcastle**



Application Pack

Administrator (maternity cover)

March 2023

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

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 will be provided in the role.

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
- Record minutes of meetings as requested, including virtual meetings
- Provide technical/administrative support for virtual 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 Outlook, Word, Excel, PowerPoint, Teams, Forms, Canva (or equivalent graphic design software) and Zoom
- A general understanding of Learning Management Systems and administration of virtual collaboration applications (e.g. Microsoft SharePoint)
- 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, and 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.

What will we offer you?

- Salary: £23,068 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 planned evening and weekend. Hours to be worked over five days each week. Some flexible working may be available.
- Free on-site car parking
- Health and wellbeing support
- Cycle to Work Scheme
- Contract: Maternity Cover
- Holiday: 28 days holiday per year plus statutory holidays

Location: St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.

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 Mark Hindmarsh by email

Mark.Hindmarsh@diocesehn.org.uk or telephone 07814516408

Critical dates:

Deadline for applications: 15 March 2023

This appointment will be subject to:

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

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Diocesan Values Integrity | Respect | Trust | Service | Compassion

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

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