



DIOCESE OF **Hexham & Newcastle**

# **Administrator**

## **Maternity Cover**



## **Candidate Pack**

# INTRODUCTION

---

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

## Diocesan Values

Integrity | Respect | Trust | Service | Compassion



# ADMINISTRATOR (MATERNITY COVER)

---

## Job Description

To provide a high quality, professional and proactive administrative support.

## Duties and Responsibilities

- Work as an effective team member, providing confidential administrative support
- Be a first point of contact, responding to enquiries by email, telephone and post, passing on as required for more detailed consideration by team members
- Create high quality publicity materials
- Welcome and provide hospitality to visitors and callers
- Record minutes of meetings as requested, including virtual meetings
- Support with the content of the webpages of the Diocesan website, liaising with the Department for Communications as required
- Maintain comprehensive filing systems to a high standard, including digital archiving and the secure disposal of documents
- Support with the arrangements for conferences and meetings, including booking suitable venues, raising invoices, liaising with speakers, processing bookings and attending when required, to ensure efficient organisation of the event
- Keep databases and diaries accurate and up-to-date
- Maintain and promote good relationships among all who are associated with the work of the Diocese, demonstrating understanding and compassion
- Undertake other reasonable duties by request of line manager



# Personal Specification

## Essential Criteria

- A good level of general education, including GCSEs A\*-C/L5+ in Mathematics and English
- Proficient IT skills, including Microsoft Office
- Be able to design promotional material for events using software (e.g. Canva or similar)
- Good experience in general office and administrative procedures
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships and communicate with confidence at all levels
- 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
- A willingness to learn and a 'can-do' attitude
- A willingness and availability to work flexible hours as 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.



# PAY AND CONDITIONS

---

## What will we offer you?

- Salary: £25,194 FTE per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Full-time or part-time – generally 8.30am to 4.30pm with some planned evening and weekend work. Hours to be worked over five days each week
- 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

# APPLICATION PROCESS

---

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](mailto:human.resources@diocesehn.org.uk)

If you would like to discuss the role, please contact Mark Hindmarsh by email [Mark.Hindmarsh@diocesehn.org.uk](mailto:Mark.Hindmarsh@diocesehn.org.uk) or telephone 07814516408

The vacancy will close once a sufficient number of applications have been received, and candidates will be considered and shortlisted on an ongoing basis.



# OTHER INFORMATION

---

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.

## **Data Protection**

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977

