



DIOCESE OF **Hexham & Newcastle**

Administrator

Cathedral Church of St Mary, Newcastle



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 under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



ADMINISTRATOR

Job Description

To support the Clergy of the Newcastle City partnership with administration for the parishes of:

- Cathedral Church of St Mary
- St Andrew, Worswick Street
- St Michael, Westmoreland Road
- St Dominic, Red Barns

Duties and Responsibilities

Office

- General office management and resource management e.g. stationery
- Administer Mass intentions
- Take and record details pertaining to baptisms, marriages and funerals and communicate with relevant parties in a timely manner
- Respond to all enquiries for certificates of baptism etc.
- Book and maintain diary for Cathedral and conference room
- Maintain a list of key/fob holders and distribute as necessary

Volunteer Management (approx. 100 active volunteers)

- Act as point of contact for Cathedral volunteers, groups and Catechists and co-ordinate and train as required
- Support the Parish Safeguarding Representatives with DBS administration
- Maintain a directory of Cathedral groups

Finance

- Support the Parish Finance and Management Committees to maintain effective systems including raising cheques to pay invoices and expenses, petty cash, raising invoices for room bookings and updating the Online Parish Accounting System (OPAS)
- Support the Cathedral Accountant to maintain effective financial systems at the Cathedral and St Michael
- Support the parish Gift Aid organisers (volunteer)
- Take minutes for the Finance Committees as required



Duties and Responsibilities

Communication

- Respond to enquiries by telephone, e-mail or written correspondence and callers to the office
- Open and distribute incoming post
- Prepare and distribute papers and documents for meetings e.g. Cathedral Head of Department meetings
- Produce publicity materials for events e.g. in-house concerts, recitals
- Update the weekend Mass sheet each week
- Support with the production of the Partnership weekly bulletin
- Send event invitations, collate responses and liaise with offices of dignitaries as required

Building Management

- Act as point of contact for special events (e.g. ordinations), organising marquees, catering, chairs, seating plans etc.
- Liaise with Pauline Books and Cathedral Café for events
- Liaise with Council re car parking and traffic management
- Point of contact for contractors for Cathedral and adjoining businesses
- Oversee Health and Safety procedures and checks

Other

- Undertake full line management responsibility for the Cathedral Cleaner and Administration Assistant
- Oversee volunteers and liaise with leaders of Mary's Place, co-ordinating safeguarding procedures and supporting with finances
- Undertake other reasonable duties by request of the Partnership priests



Personal Specification

You must have:

- A good level of general education, including GCSEs A*-C/L5+ in Mathematics and English
- A good grasp of English grammar, accuracy and a high level of attention to detail
- General bookkeeping experience
- Excellent customer service skills with experience of dealing with sensitive situations
- Excellent and up to date IT skills
- Strong experience in general office administration
- A professional approach with good interpersonal skills with the ability to develop good working relationships
- Experience of co-ordinating diaries and people in a work 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, punctual and reliable
- Be self-motivated with the ability to work independently with minimum supervision
- A willingness and availability to work flexible hours when required
- Line management experience

It will be good, but not essential, if you also have:

- Experience of working with volunteers

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

Salary

£26,949 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, 37.5 hours per week

Location

Cathedral Church of St Mary, Clayton Street West, Newcastle upon Tyne NE1 5HH

Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

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

If you would like to discuss the role, please contact Katherine Nugent, Head of HR by email human.resources@diocesehn.org.uk or telephone 0191 2433301. For further information about the Diocese of Hexham and Newcastle visit www.diocesehn.org.uk

Deadline for applications: 16 April 2024



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

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Bronze Award

