

Receptionist

Appointment Type: Full-time, permanent **Working hours:** 35 hours per week, usually 8.30am-4.30pm. **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary & benefits:** £20,000 - £22,000 per annum dependent upon skills and experience, 25 holidays plus bank holidays and 5 Diocesan closure days, employers pension scheme.

About: The Cathedral Centre is the office base for diocesan curial staff and houses the Cathedral Bookshop, Café, and conference rooms. A large number and wide variety of visitors, contractors and personnel come to the Cathedral Centre and the wider estate as a whole. The Cathedral House is adjacent to the Centre and houses some of our retired clergy.

What we are looking for: The Receptionist will provide the highest standards of warm and courteous reception to all who visit the building. They will possess excellent interpersonal skills with the ability to deal professionally with a diverse range of people. The successful candidate will be able to effectively undertake a variety of duties including the management and security of visitors, the franking, delivery, circulation and receipt of mail, conference room and diary management, management of internal systems, first-level IT support and act as a fire warden or first aider in the event of drills or emergencies.

The successful candidate will:

- Possess sound organisational and administrative skills
- Have GCSE level qualifications in Maths and English
- Have excellent IT skills and able to use software-based telecoms systems.
- Be able to work independently and as part of a team.
- Have an ability to work on multiple projects simultaneously.
- Be willing to undertake any training required.

Safeguarding requirements: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. All employees are expected to contribute to a positive culture of safeguarding within the organisation and work to promote the safeguarding of vulnerable groups. **This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.**

The successful candidate must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <https://www.csas.uk.net/procedures-manual/>

It is not required for the post-holder to be Catholic. However, prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos.

This is a replacement post.

Closing date for applications: 12 noon on Monday 26th July 2021.

Interviews will take place on Thursday 12th August 2021.

To apply, please visit: <https://www.dioceseofsalford.org.uk/news/vacancies/>

If you have any queries about the role, please contact HR@dioceseofsalford.org.uk