

PA/Senior Administrator - COO Office

Appointment Type: Full time, permanent, 35 hours per week. **Working Pattern:** Mon-Fri 9am-5pm (Some flexibility will be required) **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP
Salary: £26,000 - £28,000 per annum depending on skills and experience. **Benefits:** 25 days holiday plus statutory bank holidays and 5 closure days per annum, plus employer's pension scheme.

About:

The Diocese of Salford is seeking to recruit a suitably experienced individual to provide office management and oversight of the administration of the COO Office. This role will have responsibility for providing robust administrative and secretarial support to the COO and her team across all areas but particularly in relation to the IT, telephony, and Data Protection.

What we are looking for:

A self-motivated individual, experienced in office management with excellent administrative and interpersonal skills. Flexibility is key and the successful individual will be adept at organising and prioritising their workload to provide effective support across a range of disciplines. The post-holder will be comfortable interacting with several stakeholders and be able to communicate effectively and in a professional manner with colleagues, the clergy, service providers and members of the public. They will have a good knowledge and understanding of confidentiality, professional boundaries and dealing with sensitive information.

The successful candidate will:

- Have suitable, relevant, substantial experience working in a similar role within an office environment including experience of using Microsoft packages such as Word, Outlook, Excel, and PowerPoint.
- Be able to work unsupervised and use their own initiative.
- Possess the ability to work with sensitivity in a Catholic environment.
- Have excellent organisational skills and be able to prioritise and meet tight deadlines.
- Have the ability to work with volunteers and understand their motivation.
- Be able to work with discretion and confidentiality.
- Possess high levels of resilience.

Safeguarding requirements: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. **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/>

Other requirements: While it is not required for the post-holder to be Catholic, all colleagues are expected to be respectful towards working in a Catholic environment.

Closing date for applications: 12 noon on Friday 24th September 2021.

Interviews will take place on Tuesday 12th October 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