

## Personal Assistant to the Vicars General and the Secretary to the Trustees

**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 suitability experienced individual to provide high quality administrative support to the Vicars General and the Secretary to the Trustees to enable them to fulfil their specific roles and wider responsibilities for the governance of the diocese. The role will require regular interaction with a wide and diverse range of individuals and the incumbent must understand that they are an ambassador for the Diocese in all their encounters.

**What we are looking for:** A self-motivated individual, experienced in clerical work with excellent administrative and interpersonal skills. They will be adept at organising and prioritising their workload to provide effective support to a variety of stakeholders. The successful individual will be able to develop and administer office systems for recording, tracking, and sending out key documentation and understand the need to maintain strict confidentiality when required. They will have the ability to communicate effectively and in a professional manner with people both inside and outside of the Diocese.

### 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 trustworthy with the ability to work with complete discretion and confidentiality.
- Have an understanding of the Catholic Church and a willingness to work within a faith community.
- Be able to work on their own initiative and prioritise their workload to meet specific deadlines.
- Have a flexible, positive, and can-do approach.
- Have an ability to audio-type accurately.

**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 information:** This is a replacement post, and it is not required for the post-holder to be Catholic.

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

Interviews will take place on Wednesday 4th 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](mailto:HR@dioceseofsalford.org.uk)