

Chancery & Tribunal Administrator

Appointment Type: Full or part-time, permanent **Working hours:** 35hrs per week (full time). 30hrs per week will also be considered **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary, pension, and benefits:** £22000-£24,000 per annum (dependent on skills & experience), 25 holidays plus bank holidays and 5 Diocesan closure days, employers pension scheme.

About: The Diocese of Salford are looking for an experienced administrator to oversee the effective administration and smooth-running of The Chancery & Tribunal department and to provide support and assistance in Chancery and Tribunal matters. The department is headed up by the Chancellor & Judicial Vicar for the Diocese who is the Bishop's delegated person for overseeing the proper recording and documentation of the Bishop's formal decisions, exercising his authority regarding certain marriage permissions and adjudicating attempts to pursue or vindicate the rights of persons, primarily in the nullity of marriage.

What we are looking for: An individual, with a high level of communications skills both written and verbal. They will be comfortable interacting with a wide range of people and be able to handle challenging situations with sensitivity and in accordance with the values of the Catholic Church. They will possess excellent organisational skills, be able to prioritise effectively and have the ability to work in a methodical and consistent manner. An individual with knowledge of certain areas of Canon Law and also of the Roman Catholic Church's teaching regarding the Sacraments and their importance would be desirable.

What you will need:

- 5 GCSEs at minimum of grade C or above (or equivalent grade/recognised qualification) including Maths and English.
- Significant experience of working in an administrative support role.
- Experience in using Microsoft Office applications.
- Be able to work effectively in a small team, including staff, volunteers and clergy.
- Be trustworthy, with the ability to work with absolute discretion and confidentiality.
- The ability to work proactively and use your own initiative.
- The ability to work flexibly and adapt ways of working when required.

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 and barred list checks will be undertaken for working with vulnerable adults and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

It is not required for the post-holder to be Catholic, however all colleagues are expected to be respectful towards working for an organisation with a religious ethos.

They 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/>

Closing date for applications: 12 noon on Friday 1st October 2021

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role, please contact the HR department:
Telephone: 0161-817-2203 ♦ Email: HR@dioceseofsalford.org.uk