

CATHEDRAL ADMINISTRATION VACANCIES

As a result of a recent restructure we are looking to appoint two part time vacancies. Reporting to the Cathedral Manager, each job has their own specific responsibilities but some are shared and we would expect them to provide cover for each other.

The first role will have a financial bias and be responsible for up-to-date and time critical maintenance of the Diocesan finance system AiQ. In addition, it will be responsible for payment of invoices, clergy stipends, stole fees and expenses. The role will also provide support to the clergy in respect of the administration necessary for the sacraments of Baptism, First Holy Communion and secretarial/admin support to the Music Dept.

The second role will have responsibility for all administration relating to the booking of the Cathedral and the Amigo Hall and managing the requirements of groups once they have booked. The role will also provide support to the clergy in respect of the administration necessary for the sacraments of Marriage, Confirmation and RCIA. Additionally, it will provide support to the Gift Aid Organiser (ensuring contributions are recorded etc.).

As part of a small team both job holders will be expected to work positively together and act as the first point of contact for the Cathedral, answering the phone and greeting/providing hospitality to visitors. In addition, both will also provide general secretarial support to the Dean, clergy, Cathedral Manager and other lay cathedral staff as required. This support will range from producing correspondence, maintaining social media and ensuring house supplies are maintained.

Previous secretarial/administration experience is essential in both jobs. Additionally, the first role will require proven financial experience ideally with some knowledge of AiQ. The successful candidates will be fully conversant with current Microsoft Office software such as Outlook, Word and Excel and be generally comfortable with social media and IT. Some knowledge of data protection and safeguarding would also be useful. Excellent communication skills and a positive, flexible attitude are also essential.

Each role will be for approximately 20 hours per week and some overlap of days will be required. Salary range will be £14,000 - £17,000 per annum depending on skills and experience.

If you would like to apply for this position please email your CV to Tricia Gilbride, Cathedral Manager, triciagilbride@stgeorges.org.uk by the closing date of 1st September 2020. Please do not apply for these roles if you do not have current permission to work in the UK.