**Bishop’s Office Administrator**

The office of The Rt Revd James Newcome, Bishop of Carlisle,

is looking for an Office Administrator to join the team.

The role of Office Administrator is to:

* co-ordinate the process of clergy appointments;
* ensure all information regarding clergy changes is current, maintaining the database;
* prepare HR documentation, using MS Office
* to be responsible for clergy DBS (Disclosure and Barring Service) checks and maintaining the records of safeguarding training on the database, and,
* work as part of a team supporting the work of the Bishop’s Office and Church House.

The successful candidate will need to have a confident and welcoming manner, be able to work on their own initiative and have an eye for detail. Competency in the use of MS Office is essential. Full driving licence is essential as the role involves working in both the Keswick and Penrith Offices and attending meetings in other locations. The role allows for some time ‘home working’. Experience of working as part of a small office team is central to the role and some HR understanding would be helpful.

The hours are 28 per week over four days (fixed days Monday, Tuesday, and Friday with the fourth day being flexible). The annual salary for the role is £21,202.00 per annum, which equates to £16,961.00 pro rata.

**Applications need to be submitted by 12 noon on Thursday 12th August** and those applying should be **available for interview in Keswick on Friday 27th August.** Shortlisting will take place on 12th August and all candidates will be notified on Friday 13th August

Please contact Helen Harker, for an application pack at;

[humanresources@carlislediocese.org.uk](humanresources%40carlislediocese.org.uk)

If you wish to discuss the post before applying, please phone the Bishop’s Chaplain, Cameron Butland, 01768 201027