**Personal / Executive Assistant**

**Full Time: 5 days (37.5 hours per week)**

**Fixed Term Contract (2 years)**

**Salary:** £25,000

**As our staffing continues to grow in 2023, a new role has arisen for a full-time Personal / Executive Assistant.**

The postholder will work closely with the Chief Operating Officer (COO), Senior Executive Assistant (SEA) and HR Officer. They must be prepared to work in a fast-paced environment and possess the ability to be flexible in many different situations.

The PA/EA is expected to handle a wide range of high-level administrative tasks and in addition the Cathedral Chapter (governing body) has identified the following objectives:

* Implementing the new governance structure and reporting
* Increased administrative and operational stability and sustainability following Charitable Status and the introduction of the new Cathedrals Measure 2021.
* Managing successful cultural change across the organisation following the change in governance and charitable status.

**What we can offer**

# As well as a beautiful working environment and the opportunity to work with a great team of people, in return we can offer benefits which include:

* 26 days annual leave (pro rata for part time) plus all English public holidays;
* Enhanced sick pay;
* Enhanced pension contributions;
* Access to onsite parking.

**To apply:**

**For Further information and details how to apply, please see the Join Our Team page of our website** [**www.carlislecathedral.org.uk/join-our-team/**](http://www.carlislecathedral.org.uk/join-our-team/)

**Please note that we do not accept CVs.**

**Closing date for applications:** 23.59 on Sunday 2nd July 2023

Selection process date:

The selection process including interviews will place week commencing Monday 10th July 2023

*Carlisle Cathedral is committed to safeguarding & protecting the welfare of children and vulnerable adults. Applicants must be willing to undergo the relevant safeguarding checks including checks with past employers and the Disclosure and Barring Service, appropriate to the post.*