



## Appleby Deanery Administrator

### Diocese of Carlisle

Do you **inspire confidence** in colleagues and the public?

Can you handle a **diverse workload**?

Do you want a **new challenge**?

The Diocese of Carlisle is looking for an

## Administrator

for the Appleby Deanery, who will

- Organise and provide administration to the deanery
- Provide end-to-end management of wedding and funeral ministry
- Develop and maintain effective communications with the parishes of the Deanery

This is a part time position, 21 hours per week

Salary: £30,720.00 + 15% non-contributory pension (pro rata based on 35-hour week)

Closing date for applications: 9am, Monday 28<sup>th</sup> April 2025

Interviews: Wednesday 7<sup>th</sup> May 2025

The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

For the role description & Application form please visit

<https://www.carlislediocese.org.uk/vacancies/>

