



Administrative Assistant- Programme Office

Can you handle a **diverse workload**?
Do you **inspire confidence** in colleagues?
Do you want a **new challenge**?

The Diocese of Carlisle is looking for a
Administrative Assistant

who will:

- Support the Programme Management Office
- Be flexible, positive, with a 'can-do' attitude
- Work with colleagues to coordinate project reporting
- Monitor and collate data against programme and strategic objectives

This is a part time position, for 21hrs (0.6FTE) a week

Salary: £23,668 FTE

Closing date for applications: Wednesday 20th August 2025

Interviews: Wednesday 27th August 2025 at Church House, Penrith

If you would like an informal chat about the role, please email Kerry Roughton,
Head of Programme Management, on kerry.roughton@carlisediocese.org.uk

Please return completed applications to: HumanResources@carlisediocese.org.uk

