

Part-time Parish Secretary/Administrator

St. Mary & Modwen Parish,

Burton-on-Trent

Part-time/Permanent (25 hours per week)

£10.99 to £12.25 per hour (dependant on experience)

The Parish is looking to recruit a new Part-time Parish Secretary/Administrator who will support the Parish Priest with the running of our parish and will be expected to support the mission and ethos of the Catholic Church.

As the Parish Secretary/Administrator you will have excellent organisational abilities. You should be able to demonstrate good communication and interpersonal skills, good keyboard skills and an effective working knowledge and experience of using MS Office 365 and financial software.

The successful candidate will be self-motivated with a positive attitude, show flexibility and the ability to prioritise effectively. An awareness of the Health and Safety, General Data Protection and Safeguarding requirements in the work place is also important.

There may be a requirement for a full DBS check

Working hours will be 9:30am to 2:30pm, Monday to Friday, there may be some flexibility to negotiate actual working hours.

Application for this role is via CV and covering letter, which should set out how your skill set matches those required for this role. In addition, please ensure you provide two references.

Your application should be returned to:

Fr F Adindu, Parish Priest
The Presbytery
78a Guild Street
Burton on Trent
Staffs
DE14 1NB

and marked **ADDRESSEE ONLY**.

Closing date for receipt of applications: **(Noon) Friday 4th February 2022**

Interview date: **Week commencing 7th February 2022**