



Diocese of Coventry

Operations Administrator and Assistant DAC Secretary



35 hours per week. Monday to Friday with occasional evening and weekend work required.

£24,953 per annum salary + 8.5% Employers Pension contribution.

The Diocese of Coventry is seeking to appoint a full time Operations Administrator and Assistant DAC Secretary.

The Operations Administrator will be responsible, as part of the Operations Team, for assisting in the efficient and effective support of services to the people and parishes of the Diocese.

We require a highly organised and capable administrator with a keen eye for detail and an ability to follow process efficiently. The successful applicant will have a proven capability in effective verbal and written communication, and will be proficient in word-processing and data processing.

You will provide support with administration relating to church buildings and management of the Diocesan office. You will fulfil a number of tasks including: receiving general telephone calls, servicing meetings, welcoming visitors, ordering supplies, overseeing the post and deliveries and general office duties.

You will need to be self-motivated, able to work well in a team and able to thrive in a busy faith-based working environment.

The Diocese of Coventry is committed to creating and sustaining a diverse and inclusive workforce which represents all aspects of the communities we are part of and welcomes all applications. As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

For an informal chat, call Tim Latham, DAC Secretary & Operations Supervisor, on 024 7652 1312.

Full job description and Person Specification are available from
<https://coventry.anglican.org/about/vacancies/current-vacancies.php>

Closing date for applications: Friday 13th May 2022 at 12 noon.
Interviews will take place at the Diocesan office: Thursday 26th May 2022.

Please send your completed application form and equal opportunities form to:

Email: Simone King Simone.King@Coventry.Anglican.org

or

Post: Simone King, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.