

ARCHDIOCESE OF ST ANDREWS & EDINBURGH

Office Manager

Salary £23-25K, dependent on experience.

The Roman Catholic Archdiocese of St Andrews & Edinburgh is seeking to appoint an Office Manager to be responsible for the day to day running of the Archdiocesan office; to lead and manage the Admin/Support, Sponsor Licence and Chancery Teams; to support the Chief Operating Officer and provide a basic HR service.

The Archdiocese covers an area from the Borders of Scotland to St Andrews, from East Lothian to West Lothian, Stirlingshire and East Dunbartonshire with over one hundred Parishes and School communities and twenty-nine Religious Communities.

Reporting to the Chief Operating Officer, the Office Manager is responsible for enabling the smooth running of the services provided by the Archdiocese Curia to ensure the Archdiocese meets its stated objectives.

Applicants should be proactive team players with strong management skills and good organisational and IT skills.

The role is based at the Gillis Centre, 100 Strathearn Road, Edinburgh EH9 1BB.

Applicants should submit a CV with a covering letter explaining their suitability for the role, and experience in the areas of responsibility, marked "Strictly Private and Confidential", to morag.buxel@staned.org.uk or by post to: Morag Buxel, Interim HR Consultant, Archdiocese of St Andrews & Edinburgh, 100 Strathearn Road, Edinburgh EH9 1BB.

Closing date for applications: 9am on 19th February 2018.

Note: Interviews will be held on 21st February 2018.

A full job description is available on the Archdiocese website www.archdiocese-edinburgh.com
Informal enquiries can be emailed to: morag.buxel@staned.org.uk

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Charity No: SC008540