

Eglwys Gadeiriol Tyddewi



St Davids Cathedral

A vacancy has arisen for the post of

Administrative Assistant

Closing date: 13 December 2018

Interviews: 20 December 2018

Administrative Assistant

Responsible to: The Cathedral Administrator

Core working hours: 10am – 3.30pm or 09.30am – 3pm with 30mins lunch break

Five days per week

Six months fixed term contract

Start date as soon as possible

Prime responsibilities:

Receiving and processing incoming emails

Managing the online diary on a daily basis and producing and distributing the service rotas.

Co-ordinating Cathedral Tours, maintaining the spreadsheets, linking with the online diary and arranging the volunteer tour guides.

The in house first point of contact for IT issues, supporting users where possible and liaising with outside IT consultant.

Creating the weekly newsletter.

Administrative support as requested by the Dean and Sub-Dean including minuting staff meetings, organising diary appointments and preparations relevant to Chapter meetings in liaison with the Chapter Clerk.

Other responsibilities:

Forwarding prayer requests to the Sub-Dean.

Answering the phone and acting as the Cathedral receptionist.

Monitoring the use of the photocopier, franking machine and stationery reordering where necessary.

Updating Cathedral policy documents as requested.

Supporting staff recruitment and induction procedures.

Updating staff contact lists and databases

Distributing press releases and information to Pobl Dewi (Diocesan publication) and external bodies and producing Christmas, Easter and other festival leaflets.

And other duties as directed.

Salary

Salary commensurate with experience.

Applications

Please email info@stdavidscathedral.org.uk to ask for an application form.

The closing date for applications is 13 December and interviews will be held on 20 December.