

Vacancy

The Diocese of Plymouth is looking to appoint the following position.

Executive Assistant to the Chief Operating Officer (part time) – 1 post

Location: St. Boniface House, Ashburton, Newton Abbot TQ13 7JL and some homeworking

Salary: competitive salary and contributory pension scheme (subject to eligibility)

Hours: 21 – 28 hours per week

The post holder will provide the necessary support that will enable the Chief Operating Officer to fulfil his strategic, operational and management role by proactively dealing with all administrative matters pertaining to the COO's office, liaising with the functions that report to the COO. The Executive Assistant will take responsibility and ownership of the COO office organisation; he/she will assist with the compliance of civil and canonical requirements/deadlines.

Copies of the job description, person specification and application form are obtainable by contacting Cathedral Appointments, Exeter by emailing dani@cathedralappointments.co.uk. The last date for the receipt of applications will be Monday 20 July 2020. First interviews will be held on Monday 27 July 2020 by video conference and second interviews will be held in person at St. Boniface House, Ashburton on Thursday 30 July 2020.