



Diocese of Plymouth



VACANCY – Caritas Project Worker

Caritas Project Administrator – Diocese of Plymouth: Permanent position

Location: St. Boniface House, Ashburton

Hours: 35 hours per week

Salary: £23,000 - £25,000 per annum (depending on skills and experience) plus contributory pension scheme (subject to eligibility).

Caritas Plymouth is looking for a dynamic and enthusiastic person who would like to be part of a small, friendly team supporting social action across the Roman Catholic Diocese of Plymouth. The role will be varied and rewarding and will require a range of office, project management and marketing skills. The role will occasionally require evening or weekend working to support events.

This is an exciting opportunity for someone who is passionate about social action in a faith-based context and who would like to work for a small charity which is offering the opportunity to gain experience in a wide variety of areas. You have initiative, flexibility, a good knowledge of Microsoft packages and a conscientious approach, with the ability to learn quickly and to form effective working relationships across the Diocese. An understanding of the priority areas of Caritas Plymouth (refugees and migrants; homelessness; the elderly and isolated; children and families and the environment) and a passion for making a difference would be an advantage.

If you are looking to develop your career in the voluntary sector, this role offers great opportunities for growth.

The role will be based at St Boniface House but there may also be the opportunity for some home working to comply with social distancing requirements. We are also open to the possibility of basing the role in Plymouth.

The position will be subject to a full DBS check.

Closing date: 26 July 2021. Interviews will be held on Wednesday 4 August 2021 at St. Boniface House, Ashburton

A job description and application form can be obtained from Cathedral Appointments on dani@cathedralappointments.co.uk.

For further information please follow the link: www.plymouth-diocese.org.uk and click on Careers under The Diocese tab or contact Deborah Fisher for a chat about the role on 01364 645421.

Registered Charity Number: 213227