

Vacancy – Tribunal & Chancery Administrator

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

Tribunal & Chancery Administrator (part time) – 1 post

Location: St Boniface House Near Ashburton Devon with the potential of some home working
Salary: £11.96 per hour (Actual Salary - £8,706.88 per annum) plus contributory pension scheme (subject to eligibility)

Hours: 14 hours per week

Under the direction of the Judicial Vicar/Chancellor, the Tribunal & Chancery Administrator is responsible for the effective administration of the Tribunal & Chancery Office and the overseeing of the processing of cases/Chancery matters in conjunction with the instructing judges/Chancellor. Good administration, Microsoft Office skills and a degree of flexibility is essential.

Copies of the job description and application form are obtainable from the Human Resources Department on 01364 645383 or email recruitment@prcdtr.org.uk. Applications are by application form and covering letter. The last date for applications is Monday 2 May 2022 and interviews will be held on during w/c 23 May 2022.