

Job Vacancy: Bishop's Secretary

Location: Diocesan Office, 28A Balhousie Street, Perth, PH1 5HJ

Hours: 20 hours per week (exact working pattern to be discussed, but to be worked over at least 4 days)

Salary: £23,000 FTE (£13,143 pro rata)



The Diocese of St Andrews, Dunkeld & Dunblane is seeking to appoint a Bishop's Secretary to provide a personal assistant service and administrative support to the Bishop.

The role holder should have strong people and communication skills and the ability to deal with confidential information with sensitivity. Accurate diary management is vital as is the ability to prioritise effectively. Flexibility to support the office needs and a proactive attitude will also be key skills.

A full job description is available on www.standrews.anglican.org

To apply, please send your CV and a cover letter detailing how your skills and experience make you suitable for this role to recruitment@standrews.org.uk by 16th December 2022.