

Job Vacancy: Office Manager

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: £28,000 FTE (£16,000 pro rata)



The Diocese of St Andrews, Dunkeld & Dunblane is seeking to appoint an Office Manager to ensure the effective running of the Diocesan Office, Diocesan Committees and Synod, while supporting and enabling the Bishop and Dean to fulfil their responsibilities to the charges of the Diocese.

Alongside an empathy for and understanding of the Scottish Episcopal Church, the role holder should have strong communication skills, good attention to detail, efficient IT skills, finance experience and an ability to prioritise and organise their work. They should also be able to make the Diocesan Office a friendly and welcoming place for those visiting.

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.anglican.org by 16th December 2022.