

WE ARE RECRUITING



VACANCY – TRIBUNAL & CHANCERY ADMINISTRATOR

Location: St Boniface House, Ashburton (some home-working)

Hours: 14 hours per week

Salary: £12.20 per hour – £22,204 FTE (Actual Salary – £8,881.60 per annum plus contributory pension scheme (subject to eligibility))

Closing date: 6th March 2023

The Diocese of Plymouth is seeking to recruit a Tribunal & Chancery Administrator. 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.

The role is part of a small team therefore flexibility with regards to duties and working hours is essential.

MAIN RESPONSIBILITIES

- Responding to all enquiries, directing them to the appropriate team member.
- Providing secretarial assistance to the team members in word processing, database management, filing, correspondence & updating files.
- Reviewing & allocating appropriately all applications/chancery matters
- Overseeing & tracking the progress of cases & managing the case files
- Producing the required letters/judicial documents at appropriate stages
- Typing records of interview & dictated letters
- Completing statistical returns
- Arranging the taking of evidence for cases pending before the Plymouth Tribunal, as well as rogatory commissions for other Tribunals.
- Compiling & binding cases for transmission to advocates, defenders, judges & second instance

- Maintaining the efficient organisation of the Tribunal & Chancery office, including financial issues relating to cases, purchasing of essential equipment, use of petty cash & practical organisation of formal sessions of the Tribunal
- Maintaining contact with lay auditors & identifying needs for provision & training.

PERSON SPECIFICATION

You will need to possess excellent written presentation skills, an eye for detail and you will be exceptionally well organised. You will be a great team player but able to work well autonomously when required. As a problem solver, you will be comfortable taking personal responsibility for your work. You will also have an aptitude for continuous learning and development.

ESSENTIAL KNOWLEDGE AND EXPERIENCE

- A level of maturity, emotional resilience and open-mindedness
- Excellent word processing skills with a high level of accuracy and attention to detail
- Experience in the use of spreadsheets, databases and other software products to facilitate and support the work of the Diocesan Tribunal/Chancery
- Problem-solving skills – identifying emerging problems and present solutions
- Proven organisational skills
- Ability to maintain confidential information and to deal with its contents sensitively
- Ability to establish and maintain appropriate boundaries
- Ability to act as a representative of the Diocese
- Be trustworthy, with the ability to work with absolute discretion, integrity and confidentiality.
- Have a warm and welcoming manner with the ability to project a friendly, professional manner through all methods of communication.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Willingness to develop an understanding of Canon Law and its application in support of tribunal procedures

- Higher level of education and/or relevant experience in a similar role
- A high level of inter-personal skills
- High standard of computer literacy particularly in the use of Microsoft Office applications – Word, Excel and Outlook and MS TEAMS
- Excellent communication skills including a confident telephone manner
- Ability to establish and maintain appropriate boundaries
- Ability to act as a representative of the Diocese
- Commitment to professional values and continuous personal development
- Ability and willingness to travel to witnesses on occasion. Therefore, use of own vehicle is essential. (Mileage will be reimbursed in accordance with Diocesan procedure).
- Commitment to the Catholic Church and the mission of the Diocese of Plymouth

OTHER INFORMATION

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to Diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.

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 6 March 2023 and interviews will be held on Tuesday 14 March 2023.