



VACANCY FOR PART-TIME ADMINISTRATOR

*20 hours weekly, worked flexibly in agreement with the Dean
Tuesday morning in the office, remaining hours flexibly home/office based*

Reporting to the Dean, and the PCC of St Germans Cathedral the role will provide all aspects of administrative support to the Dean, Wardens and Staff, and in particular

- Be first point of contact for enquiries from the public, promote church activities e.g. posters and leaflets and manage the administrative aspects of baptisms, weddings, funerals and other occasional services.
- Act as Data Controller for Parish records (Electoral Roll, database etc.) and ensuring that the Parish is compliant with GDPR
- Update the Church website and Social Media Page
- Undertake various aspects of Premises Management such as dealing with all bookings for Cathedral and Corrin Hall and updating the online diary with details of all hires, liaising with the Treasurer re payment for hire, dealing with regular maintenance personnel and liaising with contractors

For this role we are seeking someone

- with a mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff and Diocesan officers, other regular contacts and volunteers
- Must have previous administrative experience and excellent IT skills including Microsoft Word, Excel and Outlook
- Reliability and discretion in dealing with confidential or sensitive matters
- Sympathy with the aims of the Church of England and some familiarity with the Church's structures.

In return you will receive:

- Annual salary - £14,500/annum (£14/hour).
- Holidays - Pro rata entitlement of F.T.E. for 25 working days per year (rising to 30 days pro rata after 5 years in post) and prorated 10 Isle of Man Bank/Public Holidays.
- Support and training where required to fulfil the task including Basic Online Safeguarding Training

Application process:

Full details or further enquiries are available from The Dean, the Very Reverend Nigel Godfrey, by email: dean@cathedral.im or tel: 844830

Closing date for receipt of application is 23 January 2026. Shortlisted candidates will be called for interview during the week commencing 2 February 2026.

The Cathedral is committed to safeguarding as an integral part of its ministry and mission, promoting a safer culture and the welfare of every child, young person and adult. As such, the Cathedral has robust policies, procedures and guidelines in place to ensure good practice.