



The Catholic Diocese of
Nottingham

Personal Assistant to the Bishop of Nottingham

An exciting opportunity has arisen to support the work of the Bishop of Nottingham, Bishop Patrick McKinney, in one of the most important, challenging and varied roles, at the heart of the Diocesan organisation. Fast paced and challenging, with a huge amount of variety, duties range from complex diary management to the management of projects and to taking responsibility for Bishop Patrick's administrative and secretarial needs.

This would suit someone with experience as a Senior Personal Assistant or Executive Assistant in a substantial complex organisation, who is willing and able enthusiastically to support the mission of the Catholic Church and with knowledge of its organisation and functions.

Salary: £27,000 - £32,000
dependent on qualifications and experience

For more information and an application pack email:

office@dioceseofnottingham.uk

Closing date 4 July 2022