



Bringing people closer to Jesus Christ through His Church  
Catholic Diocese of Portsmouth

## **The Catholic Diocese of Portsmouth**

### **Called & Gifted Administrator**

- Part time - 5 hours per week
- Reporting to the Leader of Called & Gifted Team
- Salary – £12 per hour
- Remote working from home with occasional attendance at meetings/training

### **Overall job purpose**

- To undertake the day to day administration for the Called & Gifted Team.
- Monitor and respond to department emails
- Database upkeep
- Finance
- Circulate newsletter via Mailchimp

### **About you**

An Intentional disciple of Jesus in full communion with the Church.

An understanding & passion for “The Called & Gifted 3 stage Discernment process” aimed at enabling others to discover their charisms & mission; an understanding of their own personal charisms.

Ideally manifesting a Helps/Admin Charism mix or a Service charism with a good range of administrative and communication abilities.

The ability to serve & flourish in a small Team environment whilst being able to work independently & remotely.

If you would like a confidential discussion about this role, please contact:

Gerry Penfold

E-mail: [gpenfold@portsmouthdiocese.org.uk](mailto:gpenfold@portsmouthdiocese.org.uk)

Tel: 07802 608549

For job description and details of how to apply please contact:

[recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk):

**Closing Date: Monday 16 May 2022**

**Interview Date: Monday 23 May 2022**