

Please see below information for possible inclusion in your parish newsletters and social media feeds and attached, posters for display in your parishes.

The Diocese is recruiting a part time Safeguarding Administrator based at The St Philip Howard Centre in Crawley. The successful post holder will process Disclosure and Barring Service (DBS) checks for diocesan parishes, volunteers and teams with full training given. For an informal discussion about the role please contact the Safeguarding Office Manager, Bethany Arthur; T: 01293 651148 or E: [safeguarding@abdiocese.org.uk](mailto:safeguarding@abdiocese.org.uk). For further details and to apply visit W: [www.abdiocese.org.uk/careers/soa](http://www.abdiocese.org.uk/careers/soa). The deadline for applications is 19 May 2023.

The Diocese is recruiting a part time Senior Administrator for the diocesan Tribunal, based at The St Philip Howard Centre in Crawley. The Tribunal team handles marriage cases, including supporting those seeking marriage annulment. The successful post holder will report to the Judicial Vicar and must have excellent interpersonal skills and a pastoral approach. Role begins 1 September 2023. For further details about the role or to apply visit W: [www.abdiocese.org.uk/careers/sat](http://www.abdiocese.org.uk/careers/sat) . The deadline for applications is 12 noon on Friday 26 May 2023. Interviews will take place Tuesday 6 June 2023.