



DURHAM
CATHEDRAL

Vacancy for Enterprise Assistant

Job Title:	Enterprise Assistant
Location:	Durham Cathedral
Contract:	Permanent
Hours of Work:	Part Time – 20 hours per week
Salary:	£13,562 per annum for the above part time position

An exciting opportunity has arisen for an Enterprise Assistant to join the team at Durham Cathedral to support the Enterprise and the Communications & Marketing Department to provide administrative support.

You will be highly motivated and organised, with excellent people skills and relevant demonstrable experience of administration skills and document management.

In line with Durham Cathedral's Safer Recruitment procedures, applicants must be willing and able to undertake relevant pre-employment checks including proof of eligibility to work in the UK, a full and complete employment history (including any breaks in employment) and satisfactory references.

Closing date for receipt of completed application forms is Thursday 30 July 2026.

Interviews will be held on Thursday 13 August 2026 at Durham Cathedral.

For a candidate application pack which includes full details about the above post please go to:
<https://www.durhamcathedral.co.uk/about-us/jobs>