



**DURHAM
CATHEDRAL**

Vacancy for Learning & Engagement Administrator

Job Title:	Learning & Engagement Administrator
Location:	Durham Cathedral
Contract:	An annualised hours contract for a fixed term of 12 months from the post-holder's start date
Hours of Work:	An annualised hours contract of 13.50 hours per week. Working pattern: - School term time - 39 weeks, 15 hours per week, 5 days at 3 hours per day - Non-school term time – 13 weeks, 9 hours per week, 3 days at 3 hours per day
Rate of Pay:	£13.04 per hour

An exciting opportunity has arisen for a Learning & Engagement Administrator to support the Learning Centre team at Durham Cathedral. This role will include supporting the management of the booking process for all learning and engagement visits from first contact to invoicing; maintaining databases and other data management systems in line with Durham Cathedral policies; corresponding with external stakeholders including schools and organised learning groups and supporting the maintenance of learning and engagement resources.

You will be highly motivated, have excellent people, communication and administration skills and the ability to work annualised hours as described in the above working pattern.

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), satisfactory references and a Basic Disclosure and Barring Service (DBS) check.

Durham Cathedral is committed to Safeguarding. For further details please refer to our Safeguarding Policy Statement available on our website.

Closing date for receipt of completed application forms is Monday 03 August 2026 at 9am.

Interviews will be held on Friday 14 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>