

Job Description

Parish Administrator, *English Martyrs , Chard*

| | |
|---------------------|---|
| Reports To | Parish Priest, Church of the English Martyrs, Chard |
| Organisation | Clifton Diocese of the Catholic Church |
| Date | <i>15th August</i> |

Purpose of Job

To work with the Parish Priest, Finance Committee and other Parish groups, providing secretarial and administrative support to ensure the smooth running of the parish. It will also be essential for the secretary to develop a supportive relationship with the parish priest.

The task will be that of general office management, including support for the parish priest.

Specific examples of the job role are:

- To be first point of call for visitors to the office as necessary and deal with telephone calls, appointments and diaries
- To communicate information throughout the parish as required
- To maintain an effective filing system, reviewing this as necessary in conjunction with Parish Priest/Treasurer
- To manage and relay calls/arrangements from such external organisations as the Diocese, other churches, Funeral Directors, Hospitals, Nursing Homes, etc.
- To order liturgical supplies and resources to ensure effective parish operations
- To ensure that the church is prepared for special events (for example weddings or funerals)
- To undertake correspondence, schedules etc, using Microsoft Word, Excel and Outlook Express computer software.
- To provide information for the weekly parish newsletter as required.
- To prepare church leaflets for special occasions
- To organise and maintain petty cash records.
- To collate returns for catholic newspapers and agree and pay invoices.
- In the absence of the parish priest, maintain the church services diary, enter intentions in an orderly and sensitive manner and organise Mass stipends.
- To carry out necessary printing and photocopying.
- To undertake any other appropriate office duties required for the efficient running of the parish.

In the case of the absence of the parish priest, the secretary will be asked to do the following:

- To be the first point of contact for parishioners during his absence
- To ensure appropriate liaison and preparation for visiting priests
- To provide support as necessary to the visiting priest

The secretary might occasionally be asked to attend a finance committee or pastoral council meeting for which time off in lieu will be arranged.

Key Accountabilities

The secretary will provide support for the Parish Priest, the Parish Pastoral Council, and the Parish Finance Committee, providing administrative and coordination support. There will also be a need to support those members of the parish working on a voluntary basis in a variety of different team leadership roles.

The parish priest will be the line manager but others to whom the secretary will be accountable will be:

- The Diocese as the employer, including the Bishop and other priests of the Diocese
- Diocesan administrative staff
- The Parish Treasurer
- The Parish Finance and Administration Committee

Knowledge Skills and Experience

Ideally, applicants will have previous clerical and administrative experience and responsibilities.

Applicants will :

- Possess good communication skills
- Be able to provide evidence of good organisational skills
- Be IT literate and aware of the importance of digital media

Applicants should have their own transport though this is not essential.

Qualifications

Applicants should have a good general level of education with appropriate letter writing, information technology and general communication skills. Experience of working in and managing an office would be an advantage.

Person Specifications

Applicants should have a caring disposition with the ability to empathise with people in distress or with problems. It is important that they should be able to deal with the work of the church in a confidential and diplomatic manner. They should be able to operate flexibly when necessary. They should be sociable, patient and possess a sense of humour.

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church.

Note: any new appointment may be subject to a successful DBS check

Terms and Conditions

The secretary will run the parish office for three mornings per week for a total of 9 hours. Precise times of attendance in the office will be negotiable. The job description and hours will be reviewed after six months

Payment will be on a part-time basis £8.75 per hour.

Holiday allowance 33 days per year including public holidays on a pro-rata basis

Any necessary travelling expenses round the parish will be paid the agreed Diocesan rate per mile

Contributory pension scheme after qualifying period