

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: Parish Secretary

PARISH: Rayleigh

RESPONSIBLE TO: Parish Priest

ACCOUNTABLE TO: Parish Priest

OVERALL PURPOSE OF JOB:

To provide administrative support services to the Parish Office by implementing and maintaining office systems, processes and procedures and delivering a welcoming, appropriate service to those attending the parish office.

MAIN RESPONSIBILITIES:

General administration

- Responding to internal or external enquiries, email, telephone or correspondence in a timely and professional manner.
- Production of weekly newsletter
- Produce any Parish posters/leaflets announcing forthcoming events
- Maintain the Church Diary.
- Undertake general office duties such as correspondence, filing photocopying, post etc.
- Allocation of keys and maintenance of register as required

Information Management

- Maintaining electronic and paper-based filing systems ensuring that the Parish database is up to date.
- Production of correspondence, reports, statistical information and other documents as required.
- Ensure the Parishes registers are up to date and kept to a high standard

To assist with Sacramental programmes and other relevant activities

- First Communion Programme
- Confirmation Programme
- Production of certificate of practice
- Baptisms liaison as appropriate
- Weddings liaison as appropriate
- Funeral arrangements, liaison as appropriate

Parish Property

- Maintain Health and Safety Records
- To ensure Gas, fire and electric tests are carried out at all properties to conform with government regulations and also to ensure checks are done to ensure insurance policies are not voided

Defer anything to do with property, finance and hall bookings to the appropriate parties upon receipt

Finance Committee Team

- To support the finance committee to do the following: to complete annual return to the Diocese, to deal with church buildings and rental properties, claim gift aid and to deal with Hall bookings

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Parish Secretary

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
SKILLS AND EXPERIENCE		
Excellent telephone manner	✓	
Methodical approach to office procedures, processing information and filing.	✓	
Able to demonstrate good numeracy skills	✓	
Excellent verbal and written communication skills	✓	
Demonstrates understanding and consideration of others with respect and empathy	✓	
Works constructively and respectfully with all team members	✓	
Excellent word processing skills and experience of using MS Office programmes and other software packages	✓	
Track record in developing effective working relationships with colleagues, and with people from different backgrounds.	✓	
Managing complex, sensitive and/or difficult issues	✓	
Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality	✓	
Competent in basic IT and computer programs, including email, internet, the Microsoft Office suite, data management programs, websites and social media	✓	
Self-motivated and uses initiative, working both alone and as part of a team	✓	
Excellent planning, time management and organisational skills	✓	
Works with accuracy and attention to detail.	✓	
KNOWLEDGE		
Previous experience in an administrative role		✓
Have a working knowledge of GDPR regulations		✓
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
A willingness to undertake any necessary training on an ongoing basis, notwithstanding that that training may take place outside normal contracted hours and work location	✓	
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.		✓
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.		✓