



DIOCESE OF BRENTWOOD

Job Title	Parish Administrator
Parish/Department	Parish Office
Location	Our Lady Help of Christians and St Helen - Westcliff
Reports/Accountable To	Parish Priest
Hours of Work	16 hours per week. Job share desirable
Contract Type	Part-Time, Permanent

Overall Job Purpose
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 <ul style="list-style-type: none">• Responding to internal or external enquiries, email, telephone or correspondence in a timely and professional manner.• Maintain the Parish Diaries• Undertake general office duties such as correspondence, filing photocopying, post etc.• Allocation of keys and maintenance of register as required• To liaise with the Agency who provides the weekly cleaner for the hall and presbytery• To open up the hall and presbytery for cleaning and support and monitor the work.
Information Management <ul style="list-style-type: none">• 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
Hall Bookings <ul style="list-style-type: none">• Arrange Hall Bookings including booking, meeting and greeting and completion of paperwork. To liaise with external providers who require regular bookings.• To check supplies for the hall and toilets weekly and to notify the Parish Priest if further supplies need to be ordered.
Other duties: <ul style="list-style-type: none">• To liaise as appropriate with people concerning Baptism, First Holy Communion, Weddings and Funerals.• To maintain the Registers for Baptism, First Holy Communion, Confirmation and Deaths.
Parish Property <ul style="list-style-type: none">• 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 Duties <ul style="list-style-type: none">• Update financial records on a weekly basis, including income received from stipends, donations etc.• Monthly bank reconciliations of current account• Monthly reconciliations of Commercial card

- Maintain the Diocesan finance system appropriately.
- Liaise with the Parish Treasurer on a regular basis
- Maintain records of stipends to clergy, and keep accurate records for Inland Revenue
- Monitor (spreadsheet) records of cheques issued, cash flow etc
- Raise cheques to pay invoices authorised by Parish Priest; monitor utility bills in case of marked variance
- Administer Petty Cash monies
- Liaise with Diocesan Finance Office when new staff are taken on
- Record and bank any cheques received from stipends, donations etc
- Ensure all Gift Aid Donations are recorded and updated on the finance system

Finance Committee Team

- To liaise with the Chair and to complete annual return to the Diocese, to deal with church buildings and Annual Returns

In all aspects of work you must respect the need for confidentiality.

Notes:

- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
- 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.
- You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
- If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
- Smoking is not permitted while on duty or in uniform (where this is worn).
- 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 Administrator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
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EDUCATION AND QUALIFICATIONS		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	

SKILLS AND EXPERIENCE		
Demonstrate experience in an administrative role	✓	
Demonstrate experience in a finance role	✓	
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	✓	
Experience of developing effective relationships with colleagues, and with people from different backgrounds	✓	
Prior experience managing complex, sensitive and/or difficult issues	✓	
Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality	✓	
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		
Good knowledge and confident in the use of Microsoft Office programmes including Word, Excel and Publisher	✓	
Have a working knowledge of GDPR regulations		
Knowledge and experience of Health & Safety procedures and precautions	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
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	✓	

Date of completion of Job Description (month and year)	July 2022
Name and Role of Job Description Content Creator	Parish Priest

For more information please contact Fr Alex at westcliff@dioceseofbrentwood.org