

## Diocese of Brentwood

### JOB DESCRIPTION

**JOB TITLE:** Parish Administrator

**LOCATION:** Gidea Park Parish

**RESPONSIBLE TO:** Parish Priest

**ACCOUNTABLE TO:** Parish Priest

**HOURS:** 9 hours per week

#### **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:**

##### Finance

- Check invoices and prepare cheque payments for signature by the Parish Priest
- Ensure all second Collections are expedited in accordance with instructions from Cathedral House
- Liaise with Diocesan Accountant and Finance Officer as necessary
- Assist with weekly offertory count when appropriate

##### Secretarial / Admin

- Produce content for, type and photocopy the weekly newsletter
- Circulate newsletter by email to mailing list, and upload to parish website
- Update parish website with new material to keep current
- Deal with telephone queries and callers to the presbytery, which can involve a wide range of enquiries and sensitive pastoral matters, including illness and bereavement. Convey messages clearly and in a timely manner
- Ensure email communications are responded to, or are forwarded promptly to the Parish Priest, or other relevant person
- Typing / composition of correspondence
- Preparation of Agendas for Finance Committee meetings, minute-taking, and subsequent typing and circulation to members
- Sort and despatch mail. Take delivery of orders for church and repository, ensuring they're dealt with appropriately
- Maintain an accurate and efficient filing system for Parish documents, correspondence, records, and contact details
- In conjunction with the Parish Priest, maintain the Parish diary and Mass Intentions diary
- Print notices for display on church noticeboard, and update church noticeboards weekly with current news, adverts, etc
- Monitor and maintain the stock of stationery for the office, and equipment and supplies for Presbytery, hall and church
- Order liturgical supplies as instructed by Parish Priest
- Liaise with hall booking officer to maintain hall booking diary

### Premises / Health & Safety

- Ensure that the Health & Safety Manual is kept up-to-date, and that service records are maintained
- Maintain and update records of Parish key holders
- Liaise with Diocesan staff at Cathedral House, as required
- Liaise with Parish Health and Safety Officers

### Sacramental

- Maintain the Parish registers for Baptism, Confirmation, Marriage & Death
- Produce Baptism certificates, and certified copies when required
- Notify Parishes of Baptism about details of Marriages and Confirmations which have taken place in Gidea Park Parish
- Ensure the Death Anniversaries book is kept up-to-date
- Be aware of rotas for Readers and Eucharistic Ministers
- Liaise with Parish Priest and parishioners with regard to baptisms and funerals
- Liaise with funeral directors, and parish priest regarding Orders of Service, and proof-read draft copies prior to final publication, as required
- Maintain and update list of sick parishioners and those who visit them
- Liaise with St Mary's Hare Park with regard to Parish Priest's visits to the School, or vice versa, for School Masses
- Photocopy resources required for sacramental programmes, as necessary
- With regard to Communion and Confirmation preparation, work closely with the programme leaders. Type, copy and despatch the required paperwork; monitor its return, checking all is in order; create and update a spreadsheet recording all details

### **General**

- Any other duties that are reasonably requested and agreed.

### **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.
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 Administrator**

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
<b>SKILLS AND EXPERIENCE</b>		

Demonstrable experience in an administrative role	✓	
Able to demonstrate good numeracy skills	✓	
Prior experience recording accurate minutes	✓	
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.	✓	
Strong on initiative; self-motivated	✓	
Ability to work alone in consultation with the Parish Priest and manage own time.	✓	
Competent in using and uploading information to social media platforms such as the Parish website and the Parish Priest's own website.	✓	

#### **KNOWLEDGE**

Good knowledge and confident in the use of Microsoft Office programmes including Word, Excel and Publisher	✓	
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 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.		✓