

Diocese of Brentwood

JOB DESCRIPTION

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|------------------------|-----------------------------|
| JOB TITLE: | Parish Administrator |
| LOCATION: | Witham |
| 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:

Clerical

- Undertake typing and word processing as required
- Production of the weekly Parish Newsletter
- Undertake general office duties such as correspondence, filing photocopying, post etc.
- Maintain the Parish Registers
- Record Mass Intentions
- Run and maintain the website
- Response to internal and external queries.
- Maintain Church diary.
- Allocation of keys and maintenance of register.

Hall Bookings

- Arrange Hall Bookings including booking, meeting and greeting and completion of paperwork.

Financial

- Paying invoices and recording payments
- Liaising with and reporting to the Financial Committee Team

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 to the appropriate parties upon receipt

Reception

- Provide a friendly, welcoming face both at the door and on the telephone
- Answering any queries regarding the Catholic faith as appropriate
- Handle enquiries and sensitive pastoral matters including illness and bereavement

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 will 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.
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 and vaping is not permitted anywhere on the Church premises or grounds
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

September 2020

PERSON SPECIFICATION – Parish Administrator

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