

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Parish Administrator
LOCATION:	Hutton
RESPONSIBLE TO:	Parish Priest
ACCOUNTABLE TO:	Parish Priest
HOURS:	12 hours per week over two days (one must be a Friday)

Overall Purpose of the Job:

To provide secretarial/administrative assistance to the Parish Priest, including the following:

Communication/Correspondence:

- Be responsible for content and production of weekly Parish newsletter + typing of Bidding prayers.
- Check parish e-mails and v-mails regularly; convey messages (tel. and e-m) clearly and in a timely fashion.
- Take Minutes of meetings when practical and available
- E Type correspondence .
- Draw up the Parish rotas

Office management:

- Maintain the Parish diary, Mass diary and record of Mass Intentions
Sort incoming mail, and despatch outgoing mail.
- Maintain the Parish registers and returns
- Co-ordinate maintenance of office machinery and telephone system and equipment
- Carry out photocopying and printing
- Maintain an accurate and easy filing system
- Order stationery (to include Sacristan's requirements)
- Order Church and domestic supplies

General:

- Deal with telephone queries and callers at the door when practical and available
- Empty collection boxes in church; count and bank the newspaper money (recording unsold papers, so as to claim a refund on the next bill from the distributors)
- Liaise with clergy/Parishioners with regard to baptisms, weddings, and funerals; to include liaison with organists, funeral directors, etc.
- Liaise with Parish schools
- Deal with tradesmen etc., with regard to all maintenance aspects of church and presbytery
- Liaise with Diocesan staff at Cathedral House, as required

Financial duties:

- Update financial records on a weekly basis, including income received from stipends, donations etc.

- Liaise with the Parish Treasurer on a regular basis
- Maintain records of stipends to clergy, and keep accurate records for Inland Revenue, training to be provided as necessary
- Monitor (spreadsheet) records of cheques issued, cashflow 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
- Such other duties as may be required from time to time.

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 **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.		✓