Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	**PA to the Parish Priest**
PARISH:	**Our Lady of Lourdes, Wanstead**
RESPONSIBLE TO:	**Parish Priest**
HOURS OF WORK:	**30 hours per week**

OVERALL PURPOSE OF JOB:

To provide flexible administrative support to the Parish Priest by implementing and maintaining office systems, processes and procedures and delivering a welcoming, appropriate service to those making enquiries or attending the parish office.

MAIN RESPONSIBILITIES:

General administration

- Responding to internal or external enquiries, email, telephone, visitors or correspondence in a timely and professional manner.
- Ensuring that the parish priest is aware of any significant requests or information.
- Production and printing of fortnightly newsletter
- Production and printing of any Parish leaflets or newsletter inserts
- Maintain the Church and Parish Centre diaries and completion of paperwork
- Maintain priest's diary for appointments/church bookings etc.
- Undertake secretarial and general office duties such as correspondence, filing, photocopying, post etc.
- Sort incoming mail, and despatch outgoing mail.
- Co-ordinate maintenance of parish office equipment
- Mass Stipends – recording, scheduling, maintaining and banking monies. All queries relating to Masses.
- Liaison with and assist the organisers for the Ministers of the Eucharist & Readers.
- Maintaining the Lectors' Rota and any other parish activities that require scheduling
- Liaison with schools and outside agencies.
- Pastoral care of parishioners via telephone support when necessary.
- Maintain the sick list and contact as necessary.
- Seasonal duties, for example, during Christmas, Holy Week and Easter
- Cover phone queries/emails/callers etc, when parish priest is not available due to other commitments outside the parish.

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

- Maintain Parish Facebook page, post information on parish website and WhatsApp Community
- Contact parishioners via email and posting weekly information.
- Ensuring up to date entries in parish registers, e.g., baptismal register

- **To assist with Sacramental programmes and other relevant activities**

Liaison with all course leaders to arrange dates, property usage, course and documents. Deal with all queries via telephone and email and supply application forms and support to families, as required.

- Formation for Holy Communion as appropriate and directed by the parish priest
- Formation for Confirmation as appropriate and directed by the parish priest
- Baptisms liaison as appropriate. All queries from initial contact to completion including preparation of Baptismal course paperwork.
- Weddings liaison as appropriate.
- Funeral arrangements, liaison with undertakers, priests, organists, soloists and families. Prepare funeral services and Masses in the absence of the priest and for supply priests.

Parish Property

- Liaising with parish site manager as required and appropriate
- Liasing with Pastoral Centre Caretaker as required and appropriate

Finance

- Paying invoices & Petty cash as required and appropriate
- Ordering stationery (to include sacristan's requirements)
- Order church and domestic supplies
- Liaising with Parish Treasurer and Finance Committee as appropriate
- Preparing weekly Mass stipends or stole fees for the parish priest or supply priest

Support of the Parish Priest

- To support the parish priest in his ministry and the parish in its mission

Important Relationships:

- Parishioners
- Parish Treasurer
- Parish Health & Safety Coordinator
- Chair of Parish Finance Committee
- Parish Safeguarding representatives
- Site manager
- the Diocese including Cathedral House and other priests
- Secretarial Staff in other Parishes
- Funeral Directors
- Parish Schools - Head Teachers/Office Managers

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 in the parish buildings.

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.

1. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.

2. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.

3. 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		
Demonstrable experience in administration & Secretarial skills	✓	
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.		✓