Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	**Chancery & Tribunal Assistant**
DEPARTMENT:	**Chancery & Tribunal Offices**
LOCATION:	**Cathedral House, Brentwood**
RESPONSIBLE TO:	**Chancery & Tribunal Administrators**
ACCOUNTABLE TO:	**Chancellor/Judicial Vicar**

OVERALL PURPOSE OF JOB:

Under the direction of the Chancellor/Judicial Vicar, and the Chancery & Tribunal Administrators, the Chancery & Tribunal Assistant will assist in the efficient administration of both the Chancery and Tribunal Offices.

You will be part of a small team and training and support will be given.

Working hours will initially be Tuesday to Thursday 10 – 2pm (12 hours per week). After a period of training, the days will change to Monday, Tuesday and Thursday. Please note this role will be office based at the Diocesan Offices in Brentwood.

It is intended that this role will increase in hours and responsibility over the next few years.

MAIN RESPONSIBILITIES:

Provide full administrative and secretarial support to the Administrators to ensure both the Chancery and Tribunal Offices are managed efficiently, namely to:

1. Assist with incoming email, post, telephone calls and enquiries from members of the public and clergy, re-directing queries when appropriate;
2. Acknowledge correspondence received and respond appropriately to enquiries at the request of the Administrators;
3. Recording financial records for the Chancery and Tribunal Offices;
4. Register RCIA forms and prepare them for signature by the Chancellor (or Bishop) and return to the parishes;
5. Process Papal Blessing requests;
6. Register Authorised Persons forms, prepare them for signature and forwarding to the GRO;
7. Assist with the review and preparation of marriage papers, which will require signature by the Chancellor;
8. Update and maintain the Marriage Registers, and to input historical information onto the computer;

9. Ensure copies of all marriage documentation sent to other dioceses are copied and filed in the Chancery Archives;
10. Assist with sending to parishes the annual Mass Attendance forms and Pastoral Statistics forms. Collation of the data into report format to be made available as needed;
11. Respond to Search requests from other Dioceses, as needed;
12. Maintain and distribute Chancery and Tribunal forms;
13. Arrange appointments and Tribunal interviews, at the request of the Administrators:
14. Type or amend evidence relating to annulment cases;
15. Ensure mailing lists and labels are available and updated at all times;
16. Ensure the Chancery and Tribunal records are secure, confidential, up-to-date and archived when necessary;
17. Deal with general tasks as and when required.

In due course - once experience and knowledge gained – to assist with the following under the direction of the Chancery & Tribunal Administrators,

- **Defect of Canonical Form Applications**;
- **Evidence** – to liaise with auditors/other Tribunals regarding arranging for evidence to be taken and processing the receipt of evidence;.
- **Interviews** – to conduct interviews involved in the annulment process.

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. You will be expected to undergo the online Safeguarding training.

4. 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.

5. The post holder will have access to confidential and sensitive information, and will be expected to deal with visitors and callers, in a sympathetic and professional manner.

6. You will be expected to participate in a staff appraisal scheme.

7. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct

8. Smoking is not permitted while on duty or in uniform (where this is worn).

9. 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.

PERSON SPECIFICATION – Chancery & Tribunal Assistant

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
SKILLS, KNOWLEDGE AND EXPERIENCE		
Demonstrable experience of working in an office environment	✓	
Experience of working in an administrative support role	✓	
Proficient ICT skills with a good working knowledge of Microsoft Office (Word, Excel, etc)	✓	
Have excellent organisational skills and be able to prioritise in order to meet deadlines	✓	
The ability to work proactively and take initiative for tasks	✓	
The ability to work flexibly and adapt ways of working when required	✓	
Have the ability to work in a methodical and consistent manner on own initiative and to be able to apply common sense	✓	
Able to maintain accurate records	✓	
Be able to work in a small team, including staff and clergy	✓	
High level of communication skills, including written and spoken communication	✓	
Awareness of GDPR and confidentiality	✓	
Have a warm, sensitive. kind and welcoming but professional manner, both in person and on the telephone	✓	
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.	✓	
Willingness to develop an understanding of Canon Law and its application in support of Tribunal and Chancery procedures	✓	