



Personal Ordinariate of Our Lady of Walsingham

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| Job Title: | Secretary/Assistant |
| Location: | Golden Square, Soho |
| Reporting to: | Ordinary of the Personal Ordinariate of Our Lady of Walsingham |
| Contract Type: | Permanent |
| Salary: | £12.50 per hour |
| Hours of work: | 16 hours per week (days and times will be agreed together) |

Job Purpose

To provide administrative support to the Ordinary and the Personal Ordinariate of our Lady Walsingham.

Duties and Responsibilities

- Administrative support to the Ordinary.
 - Audio typing letters and emails.
 - Photocopying and printing.
 - Order stationary and office supplies.
 - Keep an accurate account of the Ordinary's expenses and office expenses.
 - File letters and personal records.
- Administrative support to the Ordinariate.
 - Bank cash and cheques.
 - Post parcels.
 - Keep the membership database (PAMIS) up to date.
 - Create booklets for special events like an ordination Mass or pilgrimage.
 - Design posters for events.
- Hospitality
 - Prepare the meeting room, refreshments, and sandwich lunch for meetings.
 - Answer the telephone and front door, and pass people on in an appropriate manner.
- Communication
 - Communicate with Ordinariate clergy, for example to keep track of RSVP's for events.
 - Liaise with the priest-secretary, webmaster, and finance officer.
- Any other ad hoc administrative tasks as required.

NB This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.



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Profile of the Successful Candidate

You enjoy working alone to complete administrative tasks. You keep track of regularly recurring jobs and complete them on your own initiative. When you come across a problem, you contact the right people to find a solution. You project a friendly, professional manner, both in person and on the telephone. You work with complete discretion and confidentiality.

Skills Required

1. Audio typing: a typing speed of minimum of 40 to 60 words per minute is recommended.
2. Basic knowledge of Outlook: sending and receiving emails.
3. Basic knowledge of Excel: data entry and basic calculations.
4. Intermediate knowledge of Word: editing layout, printing labels, and printing envelopes.
5. Intermediate knowledge of Publisher: creating booklets and designing posters.