



<u>Job profile:</u>	Parish Administrator/Secretary
<u>Location:</u>	Harrow North Parish
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	107-0073

Job Purpose:

To provide administrative support to the parish including office administration, secretarial and support duties

Main areas of responsibilities

1. To undertake day to day administrative tasks
2. To co-ordinate parish communications
3. To organise and support liturgy and other parish events

1. To undertake day to day secretarial and administrative tasks

- To assist with paper and electronic correspondence, typing and production of certificates as required by the parish priest. This will include production of the parish newsletter, liturgy booklets and notices
- To manage the diary of parish activities and events and to have oversight of the parish priest's diary
- To arrange supply priests as necessary and ensure that they can obtain access to the church and sacristy
- To deal with diocesan surveyors and contractors engaged in repairs, servicing and maintenance of the parish complex including managing access to the site for quotations and works
- To manage all aspects of the letting/hiring of parish facilities for both regular and ad hoc users including financial and administrative requirements
- To be responsible for ordering all church and parish equipment, stationery and maintaining office equipment in good working order
- To develop and maintain an efficient filing system for parish correspondence, records etc.
- To maintain an inventory of keys and up to date records of key holders and security code holders
- To ensure invoices are promptly authorized for payment and to raise cheques as necessary
- To undertake any other ad hoc administrative duties as required

2. To co-ordinate parish communications.

- To be the first point of contact for the parish office including answering the telephone, parish e-mail account and front door and dealing with all enquiries in an appropriate manner
- To coordinate input, set out, type and print the weekly parish newsletter
- To update parish noticeboards and the parish website as required
- To maintain databases for parish groups and general parish contacts database

3. To organise and support liturgical and other parish events

- To manage the booking and day-to-day running of the parish meeting rooms and facilities
- To prepare papers and certificates for baptisms, weddings and funerals
- To handle Mass intention requests, prepare Mass intention sheets and ensure Mass stipends are dealt with appropriately
- To produce liturgy booklets as required
- To keep parish database records and Sacramental registers up to date
- To support the parish priest in parish activities and work alongside other staff and volunteers as part of the parish team.
- To undertake any ad hoc duties as required relating to this area.

Person specification: Parish Administrator/Secretary
Contract Type: Permanent
Salary: £13 per hour
Hours of work: 16 hours per week (4 days per week 9.30am-1.30pm negotiable upon appointment)

Experience required:

1. Relevant experience as a Secretary/Administrator in a responsible position
2. An understanding of the social and moral teachings of the Catholic Church

Competences required:

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work within a small team consisting of other paid staff and volunteers.
3. Ability to handle challenging people and situations
4. Ability to work alone, using initiative
5. Ability to adopt a flexible approach
6. Ability to work with complete discretion and confidentiality
7. Ability to project a friendly, professional manner in all communications

Qualifications required:

1. Intermediate Microsoft Office programs, including Word, Excel and Outlook

N.B 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