



# Diocese of Westminster

<b><u>Job profile:</u></b>	Parish Administrator/Secretary
<b><u>Location:</u></b>	St Margaret of Scotland Parish, East Twickenham
<b><u>Reporting to:</u></b>	Canon Peter Newby, Parish Priest
<b><u>Job Reference No:</u></b>	117-STMOT

## **Job Purpose:**

To advance the mission of the Church by providing administrative support to the parish including office administration and secretarial duties

## **Main areas of responsibilities**

1. To support the parish priest in promoting the spiritual and pastoral life of St Margaret's Church
  2. To undertake day to day secretarial and administrative tasks
  3. To co-ordinate parish communications
  4. To organise and support liturgical and other parish events
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- 1. To undertake day to day secretarial and administrative tasks**
    - To assist with correspondence, typing and production of certificates as required by the parish priest. This will include typing of the parish newsletter, mass sheets, liturgy books and notices
    - To undertake diary management of parish appointments and events
    - To be responsible for ordering all church and parish equipment, stationery and maintaining office equipment
    - To prepare cheques and process payment of supplier invoices
    - To deal with ad hoc monies collected through the parish office and liaise with the book-keeper and volunteer counting team
    - To establish and maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to diocesan auditors.
    - To undertake any other ad hoc administrative duties as required
  
  - 2. To co-ordinate parish communications.**
    - To act as the first point of contact, answering the telephone and front door and pass them on in an appropriate manner
    - To set out, type and print weekly newsletter
    - To update parish noticeboards and liaise with the parish website co-ordinator as required
    - To maintain databases for parish groups and general parish database
    - To deal with diocesan representatives and contractors as appropriate
  
  - 3. To organise and support liturgical and other parish events**
    - To manage the booking and day-to-day running of the various parish meeting rooms and the car park
    - To prepare papers and certificates for baptisms, weddings and funerals
    - To provide administrative support to catechetical programmes (i.e. Baptism, First Holy Communion, Confirmation, Marriage Preparation, RCIA and Alpha)
    - To prepare mass intention sheets and liturgy books as required
    - To keep parish records up to date (i.e. marriage and baptism)
    - To support the parish and the parish priest in various activities in the life of the parish, working alongside other staff and volunteers.
    - To undertake any ad hoc duties as required relating to this area.

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**Person specification:** Parish Administrator/Secretary  
**Contract Type:** Permanent  
**Salary:** £12.50 per hour  
**Hours of work:** 15 hours per week; 9 am – 12 noon Monday – Friday (some flexibility over start-time)

**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. Knowledge of Microsoft Office programs, including Word, Excel and Outlook to an intermediate standard
3. Willingness to learn InDesign (software for desktop and digital publishing)
4. Ability to work within a small team of other paid staff and volunteers.
5. Ability to handle challenging people and situations
6. Ability to work alone, using initiative and with a flexible approach
7. Ability to work with complete discretion and confidentiality
8. Ability to project a friendly, professional manner, both in person and on the telephone

**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