



# Diocese of Westminster

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<b><u>Job profile:</u></b>	Parish Administrator
<b><u>Location:</u></b>	SS Alban & Stephen Church, 14 Beaconsfield Road, St Albans AL1 3RB
<b><u>Reporting to:</u></b>	Parish Priest

## **Job Purpose:**

To provide confidential, efficient and effective administrative support to the Parish Priest and to manage the Parish Office in compliance with guidelines from the Diocese of Westminster. The role reports to the Parish Priest

## **Main Areas of Responsibility**

### Enquiries

1. To be the first point of contact, answering the telephone and front door to visitors, often at times when they are distressed or bereaved
2. To monitor the parish email account dealing with and/or re-directing emails as appropriate
3. To process the booking of Mass Intentions

### Communications

1. To lay out and print the weekly newsletter
2. To upload the newsletter and other items onto the parish website
3. To upload information onto the e-noticeboard
4. To ensure the website and e-noticeboard is up to date
5. To manage the parish noticeboards, posting new notices and ensuring they are up to date
6. To draft the weekly notices
7. To draft the weekly liturgical calendar & list of Mass Intentions
8. To lay out Christmas, Easter and other service booklets
9. To maintain the Parish Directory

### Diaries & Bookings

1. To maintain and update the Parish Diary
2. To process Mass intentions and maintain the Mass Intentions Diary
3. To maintain and manage Hall Bookings

### Parish Centre

1. Oversee the day-to-day running of the Parish Centre and its various parish meeting rooms, including the payment and logging of all rents

### Parish Finances

1. To manage and monitor the setting up of direct debits
2. The coding, payment and processing of invoices
3. The coding, payment and processing of clergy, staff and parishioner expenses
4. The issuing of invoices
5. To facilitate the work of the Parish Bookkeeper and Gift Aid Co-ordinator
6. The counting of all monies received by the Parish Office

## Parish Programmes & Events

1. To provide administrative support for sacramental programmes and parish events e.g. compiling application forms, setting up relevant databases, printing up certificates, distributing information

## Record Keeping

1. Ensuring that the baptismal, confirmation, wedding and death registers and accompanying indexes are updated.
2. Issuing certificates and notifications of baptism, confirmation and marriage.
3. Maintain and update 'Parishioner' database.
4. Maintain and update 'Volunteer' database.
5. Maintain and update a list of parish groups and their members.
6. Collate archive of paperwork for the PPC, Finance and other groups.
7. To support the Parish safeguarding representative, in maintaining an accurate record of volunteers DBS status

## Compliance

1. To work with the Parish Caretaker to ensure that the schedule of inspections is adhered to.
2. To ensure that the relevant documentary proof is stored and readily available.

## General

1. To maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to diocesan auditors
2. To maintain instructions for the safe use of equipment in the parish centre and presbytery
3. To establish and maintain effective communication with the parish website developers
4. To ensure the ordering of church, sacristy and office supplies
5. To keep office equipment in good running order; calling the service engineer when needed
6. To undertake any other ad hoc administrative duties as required
7. To undertake general correspondence and typing required by the Parish Priest
8. To open and lock Church when required
9. To deal with contractors as required
10. To support those volunteering in the Parish office
11. To undertake training relevant to the role as prescribed by the Diocese or the Parish Priest

**Person specification:** Parish Administrator

**Contract Type:** Permanent

**Salary:** £13 per hour

**Hours of work:** 25 hours per week

## Experience required

1. Relevant administrative experience, in a responsible position.
2. Knowledge of the ethos and values of the Catholic Church.

### Competencies required

1. Excellent organisational skills, able to prioritise and meet tight deadlines.
2. Ability to work within a small team of 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, both in person and on the telephone.
8. Familiarity with Microsoft Office programs, including Word, Excel, Outlook and Publisher.
9. Familiarity with or ability to work with WordPress, which is the platform used for the parish website.
10. Familiarity with or ability to work with technologies to support the parish's team video communications and social media.

### Performance Measures

Appraisals will be conducted normally every 6 months and will draw on feedback from the incumbent, the Parish Priest, other members of the Parish Team, and other users of the Parish Office.