



Diocese of Westminster

<u>Job profile:</u>	Parish Administrator/Secretary
<u>Location:</u>	Radlett, Shenley and London Colney Parish (based in Radlett)
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	203-LONDC

Job Purpose:

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

Main areas of responsibilities

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

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 and copying 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 (including liturgical supplies – wine, candles and wafers for example), stationery and maintaining office equipment, calling-in maintenance engineers as required.
- To maintain gift aid records
- To ensure the prompt payment of bills and accounts settled
- To enter accounts on computer database, reconciling accounts each month and preparing accounts for end-of-year returns to the Diocese
- To prepare papers and circulate minutes for the Finance Committee
- To establish and maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to diocesan auditors.
- Accepting and booking Mass Intentions
- Draw-up rotas for those who count the collection in each church and working with volunteers to ensure that collections are prepared for banking (presently using G4S)
- 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 passing on calls as required
- To set out, type and print weekly newsletter and send by email, and post and deliver them to each church
- To update each week the parish noticeboards and the parish website
- To maintain databases for parish groups and general parish database
- To work with the Property Manager to ensure that all the properties comply to statutory requirements and that annual servicing of boilers is undertaken (October/November) and ensuring that the certification of this is received from the contractor
- To deal with diocesan surveyors 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
- To prepare papers and certificates for baptisms, weddings and funerals
- To prepare mass intention sheets and liturgy books as required
- To keep parish records up to date (i.e. marriage, baptism, First Holy Communion, Confirmation and Funerals)
- To support the parish priest in various activities and working alongside other staff and volunteers.
- 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: 20 hours per week with core hours Monday – Thursday 9.00am to midday, Friday 9.00am until 1.00pm (to enable noticeboards to be updated and deliveries to be made to other churches). The additional four hours at the post-holder's convenience. Overtime (paid at the hourly rate) might be required in January to ensure that the Annual Financial Returns are completed and submitted by the required date.

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
3. Driver with vehicle (mileage will be paid at the Diocesan rate)

Competences required:

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work within a small team, 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, both in person and on the telephone

Qualifications required:

1. Intermediate Microsoft Office programs, including Word, Excel, Outlook and Publisher
2. Book-keeping, with particular experience of financial accounting computer programmes

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