



Diocese of Westminster

<u>Job profile:</u>	Parish Pastoral Secretary
<u>Location:</u>	Saint Anne's Parish
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	202-388

Job Purpose:

To provide administrative support to the parish including secretarial 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 of the parish newsletter, mass sheets, liturgy books and notices
- To check emails on a daily basis and assist with correspondence and production of certificates
- To count and bank the money collected from the six Mass Centres with the Administrator or someone requested by the chaplain
- To ensure that every month the Chaplaincy/Parish mass sheets are done and distributed to each community
- To assist the priest with the Marriage work
- To assist the priest with the Baptism course organization
- To assist the priest with the Confirmation organization
- To keep the Baptism, Confirmation and Marriage registers up to date
- To undertake diary management of parish appointments and events
- 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 the parish website as required
- To maintain databases for parish groups and general parish database

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 sheets and liturgy books as required
- To keep parish records up to date (i.e. marriage and baptism)
- To support the parish priest in various activities and working alongside other staff and volunteers.
- To translate English into Portuguese and vice versa whenever necessary
- To undertake any ad hoc duties as required relating to this area.

<u>Person specification:</u>	Parish Pastoral Secretary
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£13 per hour
<u>Hours of work:</u>	30 hours per week (Monday to Friday 09:00 to 15:30, with 30 min unpaid lunch)

Experience required:

1. Relevant experience as a Secretary/Pastoral 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, 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 and Outlook
2. Speak Portuguese and English fluently

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