



Job Profile	Parish Administrator
Department / Parish / Agency	Carpenders Park, St Joseph's Parish
Reporting to	Parish Priest
Cost Centre	CARPK
Location / Address	St Joseph's Church, Oxhey Drive, South Oxhey, Watford WD19 7SW
Management of	n/a
Contract type	Permanent
Hours	12 per week (6hr on Tuesday & 6 hr on Friday)
Salary	£13 per hour
Job reference number	330-CARPK

Job Purpose: To provide administrative support to the parish priest with tasks including office administration, secretarial.

Main areas of responsibilities

1. To support the Parish Priest in secretarial and administrative tasks
 2. To support the Parish Priest to co-ordinate parish communications
 3. To support the Parish Priest to organise and support liturgical and other parish events
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- 1. To support the Parish Priest in 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 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 support the Parish Priest 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
 - To deal with diocesan surveyors and contractors as appropriate
 - 3. To support the Parish Priest 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 and baptism)
 - 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.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Ability to work within a small team, other paid staff and volunteers	Essential
Ability to handle challenging people and situations	Essential
Ability to work alone, using initiative	Essential
Ability to adopt a flexible approach	Essential
Ability to work with complete discretion and confidentiality	Essential
Ability to project a friendly, professional manner, both in person and on the telephone	Essential
Experience	
Relevant experience as a Administrator in a responsible position	Essential
An understanding of the social and moral teachings of the Catholic Church	Desirable
Qualifications	
Intermediate Microsoft Office programs, including Word, Excel and Outlook	Essential

Competences required:

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