



Job Title	Parish Administrator
Department / Parish / Agency	Marylebone Parish
Reporting to	Parish Priest
Cost Centre	MARYL
Location / Address	Marylebone Parish, 211 Old Marylebone Road, NW1 5QT
Management of	n/a
Contract type	Permanent
Hours of work	15 hours per week (Tues, Thursday & Friday 10:30 to 15:30)
Salary	£13 per hour
Job reference number	332-MARYL

Job Purpose:

To provide day to day administrative and office management support to the Parish Priest and his parish team in the efficient running of the parish.

Principle duties and responsibilities:

1. To support the parish priest to co-ordinate parish communications

- Act as the first point of contact within the parish office, including answering the phone and front door, and replying to emails.
- Monitor the parish email account, dealing with or re-directing emails as appropriate.
- Greet all colleagues, clergy volunteers and visitors in a pleasant compassionate and professional manner, despite sometimes challenging circumstances
- Collate data and information for the parish newsletter and notices
- Set out, type and print weekly newsletter
- Update parish noticeboards and the parish website as required
- Support with creation and management of rotas for sacristans, eucharistic ministers, counters, stewards etc as required
- Maintain databases for parish groups, volunteers and parishioners

2. To support the parish priest in day to day administrative and office tasks

- Undertake diary management of parish appointments and events
- Maintain accurate financial and administrative records, ensuring the existence of an efficient and secure paper and online filing system that is in line with diocesan audit procedures.
- Manage the processing and payment of invoices and expenses and the setting up of direct debits
- Issue other invoices as required
- Together with the parish priest, count all monies received by the parish office
- Record all receipts and payments on the OPAS accounting system
- Produce monthly OPAS bank reconciliations
- Assist with the production of the year end Annual Financial Return
- Manage all aspects of the OAS Gift Aid system
- Order all church and parish equipment, stationery and supplies
- Assist with keeping office equipment in good running order
- Manage parish hall and meeting room bookings including hire agreements and invoicing
- Help the Parish Priest and maintenance team fulfil Health and Safety requirements.
- Support the work of the parish maintenance team and deal with maintenance personnel, diocesan surveyors, and contractors when necessary.
- Prepare papers and circulate minutes for the Finance Committee and Parish Council
- Provide general support to the PSGR, Finance Committee and Parish Council as required.

- Update the GDPR - Parish Data Record.
- Undertake any other ad hoc administrative duties as required

3. To support the parish priest organise liturgical, pastoral and other parish activities and events

- Process mass intentions and maintain mass intentions diary
- Assist with correspondence, typing and production of certificates as required by the parish priest.
- Support the parish priest in maintaining the various parish baptism, marriage and death registers
- Deal with requests for information and certificates
- Provide administrative support for sacramental programmes as required
- Support the pastoral function of the parish priest in any relevant administrative capacity i.e. with Parish community based fundraising and other events

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

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
Ability to work methodically and consistently and demonstrate attention to detail.	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small team, comprising 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 project a friendly, professional manner, both in person and on the telephone	Essential
Ability to work with complete discretion and confidentiality	Essential
An ability to respond to issues with sensitivity compassion empathy and good judgement	Essential
An ability to handle figures	Desirable
An ability to look at processes and improvements	Desirable
Experience	
Relevant experience as an administrator	Essential
Some understanding of the Catholic Church, its structure and organisation	Essential
A desire and commitment to work for the Catholic Church	Essential
Qualifications	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	Essential