



## Diocese of Westminster

<b>Job Profile</b>	Intern at St James, Spanish Place
<b>Department / Parish / Agency</b>	Spanish Place, St James Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	SPANP
<b>Location / Address</b>	22 George street, W1U 3QY
<b>Management of</b>	n/a
<b>Contract type</b>	12 Month Internship
<b>Hours</b>	35 Hours per week (negotiable hours. Probably 9-1 and 5-7 on 5 weekdays plus 5 hours on Sundays)
<b>Salary</b>	£13.15 per hour (London living wage)
<b>Job reference number</b>	620-SPANP

### **Job Purpose:**

In this role, you will work closely alongside other staff members, providing administrative and office management support to the Parish Priest and his team.

### **Principal duties and responsibilities:**

1. Assisting in the Repository at the back of the church and helping to greet visitors and answer questions.
2. Providing assistance when needed to the volunteer sacristan, including standing in for him when he is unable to be present.
3. Serving at Mass when needed.
4. Assisting with the emptying of cash from votive stands and collection boxes, so as to ensure the presence of a second person at these times.
5. At agreed times answering the front door and the telephone.
6. Assisting with the administration of catechetical programmes, and if appropriate, with the delivery of catechesis.
7. Maintaining lists of readers, servers, ministers of the Eucharist, collectors, counters, greeters, and other volunteers.
8. Unlocking and securely locking the Church at times agreed by the Rector.
9. Operating the live-stream facility.
10. Monitoring the content of the website.

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### **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.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Practising Catholic, baptised and confirmed	Essential
Good knowledge of the Catholic faith	Essential
Good pastoral manner, in person and on the telephone	Essential
IT skills	Desirable
<b>Experience</b>	
Sacristy work and altar serving	Desirable
Previous Involvement in the work of Catholic societies and parishes	Desirable
<b>Qualifications</b>	
Recent graduate	Desirable

**N.B – This role is subject to an Enhanced Disclosure and Barring Service check**