



# Diocese of Westminster

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| <b>Job Profile</b>                  | Parish Administrator                                      |
| <b>Department / Parish / Agency</b> | St. Joseph's, Wembley Parish                              |
| <b>Reporting to</b>                 | Parish Priest   |
| <b>Cost Centre</b>                  | WEMBL   |
| <b>Location / Address</b>           | 339 High Road, Wembley, Middlesex, HA9 6AG                |
| <b>Management of</b>                | n/a   |
| <b>Contract type</b>                | Permanent   |
| <b>Hours</b>                        | 35 hours per week, Mon – Fri 9am – 5pm (1 hour for lunch) |
| <b>Salary</b>                       | £14.70 per hour   |
| <b>Job reference number</b>         | 639-WEMBL   |

## **Job Purpose:**

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

## **Principal duties and responsibilities:**

1. To take lead and manage all aspects of administration and support duties
2. To recruit train and support volunteers in various aspects of parish life and to co-ordinate parish communications
3. To organise and support liturgy and other parish events

## **To take lead and manage all aspects of administration and secretarial support and duties**

- To manage daily operation in the parish involving both the church site (the Church, Marian Centre, Pastoral Centre and presbytery) and Empire Way properties, including organizing and liaising with technicians including builders, electricians, plumbers, in the repair and installation of equipment and facilities, ensuring access and proper communication in the fulfilment of the refurbishment project brief.
- To manage the diary of parish activities and events and to have oversight of the parish priest's diary
- To arrange supply priests as necessary and ensure that they can obtain access to the church and sacristy
- To deal with diocesan surveyors and contractors engaged in repairs, servicing and maintenance of the parish buildings including managing access to the site for quotations and works
- To be responsible for ordering all church and parish equipment and stationery
- To ensure invoicing and payments are accurate and managed in a timely manner
- To be responsible for maintaining office equipment in good working order
- To develop and maintain an efficient filing system for parish correspondence/records etc.
- To maintain an inventory of keys and up to date records of key holders and security code holders
- To undertake any other ad hoc administrative duties as required
- To maintain any holiday and sickness records and emergency contact list for any staff.
- To deal with parish parking facilities and parking issues
- To assist in preparations and licensing needs for church events, including health and safety assessments and insurance
- To liaise with utility companies eg providing any necessary gas/electric readings

- To attend parish meetings as may be required (note some meetings may be in the evening)
- To arrange fire risk assessments, PAT testing, asbestos, electrical checks
- To monitor defects and arrange repairs as necessary, including at the church site and Empire Way rented premises
- To hold details of all leases and contracts
- To manage day to day operational matters: meter reading, security arrangements, waste removal
- To maintain and secure church records
- To build and maintain relationships with the congregation and community.

**To recruit train and support volunteers in various aspects of parish life and to co-ordinate parish communications.**

- To recruit, support and train along with the Parish Priest volunteers for the various aspects of parish life
- To be the first point of contact for the parish office including answering the telephone, parish e-mail account and front door and dealing with all enquiries in an appropriate manner
- To co-ordinate input, for website and Facebook pages and set out, type and print the weekly parish newsletter
- To maintain databases for parish groups and general parish contacts database

**To organise and support liturgical and other parish events**

- To produce liturgy booklets as required
- To undertake any ad hoc duties as required relating to this area.

**Our Diocesan Values**

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

**Reliability**

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues’ success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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/<br/>Desirable</b> |
|---|---------------------------------|
| Excellent organisation skills, ability to prioritise and meet tight deadlines           | E                               |
| Ability to work within a small team, other paid staff and volunteers                    | E                               |
| Ability to handle challenging people and situations                                     | E                               |
| Ability to work independently, using initiative   | E                               |
| Able to adopt a flexible approach to working  | E                               |
| Ability to work with complete discretion and confidentiality                            | E                               |
| Ability to project a friendly, professional manner, both in person and on the telephone | E                               |
| <b>Experience</b>   |                                 |
| Relevant experience as a Secretary/Administrator in a responsible position              | E                               |
| An understanding of the social and moral teachings of the Catholic Church               | D                               |
| <b>Qualifications</b>   |                                 |
| Intermediate Microsoft Office programmes, inclusive of Word, Excel and Outlook          | E                               |