



# Diocese of Westminster

<b>Job Title</b>	Parish Support Partner
<b>Department / Parish / Agency</b>	Resourcing
<b>Reporting to</b>	Parish Support Team Manager
<b>Cost Centre</b>	110
<b>Location / Address</b>	Peripatetic
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	28 hours (4 days)
<b>Salary per annum</b>	£37,000 per annum
<b>Job reference number</b>	643-110

## **Job Purpose:**

The role of the Parish Support Partner is someone who is always looking forwards. They are someone who uses financial / cross curial / parish data and their analysis to facilitate change by working closely with, or providing a service to, a number of different parishes (this is herein referred to thereafter as 'parish portfolio').

Parish Support Partners provide cross curial support for parishes as necessary and lead on the provision of expert Financial and Administration procedures, policy, audit and compliancy knowledge with the teams across their entire parish portfolio.

## **Principle duties and responsibilities**

A Parish Support Partner is a member of a multidisciplinary team.

1. Responsible for the provision of '2nd 'level guidance, support and practical assistance to the parishes within their portfolio in the following subjects:
  - Health & Safety
  - Human Resources
  - Finance
  - Property
  - Audit and Regulatory Compliance

Which enables a Parish Support Partners to be able to provide:

- professional, legislative and regulatory oversight, education and training
  - the parishes with access to professional advice
  - delivered directly by the Parish Support Partner or
  - act as a conduit for an 'expert' from another curial or central services team / department □  
a multi-faceted approach to problem solving
2. Responsible for providing targeted strategic insights across their entire parish portfolio
    - analysis of all parish operational and financial performance data
    - able to provide and enable informed decision making at a parish level

3. Responsible for improving the impact, and understanding, of financial & cross curial data / reporting on parish performance and set standards examined by external auditors and required from by regulatory bodies
4. Responsible for providing analysis and delivering insight that links financial & cross curial reports to parish performance
  - providing a faster reaction to identifying risk, challenges and regulatory failures and acting upon it
5. Responsible for providing effective commercial procedures, or initiating change, to ensure key compliances are met and long-term financial sustainability is delivered
6. Responsible for maintaining strong relationships with all stakeholders across their parish portfolio and across the wider Diocese
  - single point of contact for the parish
  - able to present or / and provide a cross curial response to the needs of the parishes within their portfolio
7. Accountable for the successful completion of & delivery of
  - Annual Financial Return from your parishes
  - Internal Audit ○ Able to identify, address and escalate as appropriate areas of non-compliance
8. Responsible for provision of training and development
  - to ensure the continuing development of the parish Finance Committee
  - of the Diocesan in-house accounting system - OPAS (Online Parish accounting system)
  - relative to cash controls procedures
  - referencing all current HMRC requirements for processing Gift Aid records and how to make the Gift Aid claim submission
9. Responsible for exploring and developing improvements for the connectivity between parishes and curial departments; including data collection methods and its recording and initial analysis
10. Will be required to attend regular meetings at various locations within the Diocese and the surrounding area. Will be required to work (with notice) occasional weekend dates and at times into the evening. This will form part of your working hours for the week and the Parish Support Partner will be expected to reduce their 'regular' working hours to accommodate weekend or evening working.

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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

**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>
Ability to work methodically and consistently.	Essential
Excellent organisational skills, able to prioritise appropriately and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small and highly functioning autonomous team	Essential
Ability to handle challenging people and situations	Essential
Excellent organisational skills. Ability to meet challenging targets and operational goals.	Essential
Ability to work flexibly, including weekends and evenings. Ability to manage time and workload effectively and to prioritise and meet deadlines	Essential
Ability to develop strong working relationships with colleagues and external stakeholders at all levels	Essential
Ability to work on own initiative, with a proactive approach to anticipate what the service may require and to make decisions as appropriate	Essential
A strong team player who is confident, reliable and self-motivated	Essential
Awareness of and appreciation for the Catholic Church and its teachings	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 project a positive and 'can – do' attitude	Essential
An ability to maintain focus in busy environment despite interruptions	Essential
An ability to handle increased workloads during fixed periods of time (Audit etc.)	Essential
<b>Experience</b>	
Financial experience to accounting level AAT or ACCA or CIMA	Desirable
Able to collect, organise, study data to provide business insight through analysis	Essential
Internal audit and compliance functional experience	Desirable
Relevant experience for this role through previous positions held such as: Internal Business Manager; Finance Business Partner; HR Business Partner; Learning and Development Business Partner; Compliance or Regulatory Standards Officer; Internal Audit; Property or Facilities Administrative Management experience; or relevant experience for this role gained in any similar above role type(s)	Essential
Health & Safety at work knowledge	Desirable
HR experience in employee engagement, recruitment, managing grievances, disciplinaries, investigations mediation.	Desirable
Ability to influence colleagues in other departments without direct authority	Essential
<b>Qualifications</b>	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	Essential
Project Management Qualification	Desirable
IOSH, CIPD, ACCA, CIMA, RICS or any professional qualification covering H&S , HR , Finance or Property	Desirable
Undergraduate degree / Equivalent in Finance, HR, Facilities or Property Management, Business Administration, Accounting, Data Analytics or Project Management (or similar disciplines) or at least 5 years' management experience in any area identified above.	Essential

### **Role of Parish Support Partner:**

In the role of the Parish Support Team Partner the successful candidate will work closely alongside other members of the Curial and Central Services teams for the diocese. This includes Finance, Human Resourcing, Data, ICT, Property, Health & Safety and Fundraising.

We work over 200 Parishes and Ethnic Chaplaincies in London (north of the Thames) and Hertfordshire, providing 2<sup>nd</sup> level support to Parish Priests, their teams and committees, ensuring that Parish systems, processes, accounts and administration are all compliant within Canon Law, The Charities Commission and HMRC. This is evidenced by the internal audits we conduct and training, development and support we provide.

As a Parish Support Partner, you will be allocated parishes by deanery and are expected to visit parishes to carry out internal audits and training as well as assist team members in their areas. Our team works peripatetically.

### **About the Parish Support Team:**

We are a highly functioning team who are passionate and care about our work. We come from a variety of business and professional backgrounds. For example, Property Services, Financial Services, Human Resources,

Facilities Management, Internal Audit and Administrative Management. We are able to deliver services across a number of disciplines, including H&S, finance, accountancy, HR and Internal Audit.

With growing demands from the Charity Commission, we are engaged to provide support to parishes at the highest level despite difficulties or challenges faced.

**About you:**

You may have expert experience within one of the following areas of expertise:

*Finance – Accounting – Internal Audit – Compliance – Property Services – Health & Safety – Human Resources – Project Management – Organisational Design / Development.*

Alternatively, you may have a working understanding of multiple areas described within this advertisement or job description and intermediate experience of one.

You will be naturally self-motivated with a strong work ethic. You will have an ability to switch between being detail oriented and understanding the 'bigger picture'.

You will enjoy change, and managing that transformation. You will be adaptable and willing to take on new challenges. Ability to work independently for 75% of the time and as a full team player 25% of the time. You will be comfortable with speaking truth to power and contributing at a personal and organizational level.

You are confident, able to influence and are mindful in interactions with a variety of individuals, from a variety of backgrounds and varying levels of business understanding and acumen.

You have busy hands and are happy to juggle many different tasks of differing complexity, simultaneously.

You are driven by your own personal standards of excellence, committed to ownership and accountability and able to manage your own workload effectively. Deadlines will always be met.

We are knowledgeable of organisational design and development and we continually look to ensure that we follow a process of aligning the structure of our organisation with the mission of the church in Westminster and our operational objectives. This is to improve efficiency and effectiveness across our entire parish network. Our work can be triggered by the need to improve service delivery or specific business processes, or as a result of a new mandate.

You will be aware that you are emotionally intelligent, you are able to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathise with others, overcome challenges and defuse conflict. You are able to demonstrate emotionally quotient behaviour, for example, you will get along with others well, you will show a genuine interest in other people, you have a self-awareness of your true strengths and weaknesses and will always work with integrity. You have a self-awareness of your own feelings as well as those of others and you are able to remain focused and in the present; able to distance yourself from 'drama' and distraction. You are able to influence positively and enable people to understand how objectives translate to positive impacts and outcomes throughout the organisation. A self-starter who is driven by quality outcomes, positive impact and understands the need for well-placed boundaries.