



## Diocese of Westminster

<b>Job Title</b>	Parish Office Assistant
<b>Department / Parish / Agency</b>	<b>Brazilian Chaplaincy</b> Saint Anne's Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	388
<b>Location / Address</b>	St Anne's Church, Underwood Road E1 5AW
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	20 Hrs Mon / Wed / Thu / Fri / Sat - 09:00am to 13:00pm
<b>Salary per annum</b>	£13.15 per hour
<b>Job reference number</b>	651-388

### Job Purpose:

To provide administrative support to the parish including office administration, events support and property management

### Principle duties and responsibilities:

#### Main areas of responsibilities

- **Admin**
  - Work week will consist of: **Monday, Wednesday, Thursday, Friday and Saturday (not including Tuesdays)**
  - To count and bank the money collected from all Mass Centres with the Administrator or someone requested by the chaplain
  - To purchase supplies, goods, equipments, etc according to Chaplaincy needs
  - To undertake any other ad hoc administrative duties as required
  
- **Events**
  - Assist parish priests and community representatives in organising chaplaincy events
  - To keep the events inventory up to date and count stock levels when required
  - Provide stock levels to communities when required
  - Print out event leaflets and perform minor adjustments when required.
  - To produce and/or share event reports at the end of the event.
  - To support parish priests, other staff members and volunteers in all events throughout the year
  
- **Property Management / Property Maintenance**
  - Carry out property inspections and complete reports
  - Liaise with contractors to organise refurbishments and property repairs
  - To assist with general administrative tasks and responding to inquiries
  - Maintain open communication with tenants and coordinate any necessary repairs or maintenance
  
- **Letting Management**
  - To advertise rooms online and do viewings in order to rent the rooms

- To carry out check in of a new tenant
  - Manage ongoing requests from tenants relating to issues and maintenance
  - Forward and follow up financial requests with Chaplaincy Administrator
  - Provide the support required for the tenants keeping a good relationship and clear communication
  - Prepare rooms before new tenants move in, by organising cleaning, repairs, etc.
  - Check/Inspect room when tenancy ends and provide report to Parish and/or Administrator
- **Hall Bookings**
    - To manage hall bookings and manage ongoing requests
    - To carry out check-ins and check-outs
    - To carry out inspections/handover after the events
- **Health Safety**
    - To take part in formation sessions regarding Safeguarding requirements
    - To test regularly Fire Alarm and Emergency Lights and keep the records up to date
    - To organise safety inspections and keep records of up to date gas, electricity and EPC certificate

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## **Our Diocese's 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.

### **Experience required:**

1. Relevant experience as a Administrator in a responsible position
2. An understanding of the social and moral teachings of the Catholic Church
3. Have the ability to be welcoming and respectful to staff and office visitors

### **Competences required:**

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work within a small team, other paid staff and volunteers.
3. Ability to handle challenging people and situations
4. Ability to work alone, using initiative
5. Ability to adopt a flexible approach
6. Ability to work with complete discretion and confidentiality
7. Ability to project a friendly, professional manner, both in person and on the telephone

### **Qualifications required:**

1. Intermediate Microsoft Office programs, including Word, Excel and Outlook
2. Speak Portuguese and English fluently

**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