



Diocese of Westminster

Job Profile	Chaplaincy Support Administrator
Department / Parish / Agency	Hungarian Roman Catholic Chaplaincy
Reporting to	Hungarian Chaplain
Cost Centre	97B
Location / Address	62. Little Ealing Ln, London
Management of	N/A
Contract type	Fixed-term for 3 months
Hours	37.5 hours per week
Salary	£15 per hour
Job reference number	688-97B

Chaplaincy Support Administrator Key Responsibilities:

Administrative Assistance:

- Provide administrative support to parishes, including assisting with queries from Parish Priests, Chairs of Finance, and Bookkeepers.
- Liaise with other departments to facilitate communication, focusing on ensuring smooth coordination of support services.
- Record minutes of meetings and assist in the preparation of documents for audits and presentations, with a focus on note-taking and document formatting.
- Ensure follow-up on action items and decisions, but without the requirement for detailed oversight or accountability.

Team Administration:

- Assist with simple HR administrative tasks, including maintaining the team's annual leave diary and helping with diary management.
- Maintain basic digital and physical filing systems, ensuring documents are well-organised.
- Support team members with tasks, for example: expense reporting, supply ordering, and hall bookings.

Data Management and Reporting:

- Track support activities and basic performance metrics with a limited scope of analysis.
- Assist with data entry in financial databases, generating reports as needed but with limited analytical responsibility.

Project Assistance:

- Provide general administrative support to Parish Support Partners, such as tracking deadlines and managing basic project documentation.
- Assist in gathering resources and compiling basic data for projects.

The successful candidate will:

- Be competent in Word, Excel and Outlook.
- Be confident with telephone skills and ability to communicate with Parish Priests, Administrators and Engineers.
- Be organised and methodical in their approach to arranging appointments for multiple engineers across all disciplines of Health & Safety compliance.
- Through communications with Parish teams identify suitable appointment time.
- Confirm appointments by way of diary invites, ensuring all relevant parties, including engineers are included in the invite.
- Produce monthly reports on visits undertaken and status of currency of compliance.
- Liaise with engineers and contractors to ensure certificates and reports are produced in a timely manner.

This role presents an exciting opportunity to contribute to the support and growth of parishes within the Diocese through effective administration. The successful candidate will play an important role in helping to ensure compliance, transparency, and stewardship across all aspects of Parish operations.

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, 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 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.

Skills/competence requirements	Essential/ Desirable
An ability to work methodically and consistently	Essential
Strong and logical planning and organisational skills	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
An ability to work alone, using initiative	Essential
An ability to adopt a flexible approach	Essential
An ability to work with complete discretion and confidentiality	Essential
An ability to project a friendly, professional manner, both in person and on the telephone	Essential
Experience	
An understanding of the social and moral teaching of the Catholic Church	Essential
Prior experience of planning and organising events / diaries	Essential
Qualifications	
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	Essential
Experience on working on databases and data Management Systems	Essential