



Diocese of Westminster

Job Title	Team Administrator
Department / Parish / Agency	Works Manager's Office / Westminster Cathedral
Reporting to	Westminster Cathedral Estate Works Manager
Cost Centre	MAI
Location / Address	Clergy House, 42 Francis Street, London, SW1P 1QW
Management of	n/a
Contract type	Permanent
Hours of work	15hrs per week (over 2 /3 days)
Salary per annum	£13.85 per hour (London Living Wage)
Job reference number	704-MAI

Role Overview:

We are seeking a dedicated Team Administrator to provide essential assistance to the Westminster Cathedral Works Manager. This role, based at Clergy House, 42 Francis Street, London, SW1P 1QW is crucial in supporting the Works Manager and the Maintenance Team members in their role at the Cathedral Complex. The ideal candidate will possess previous experience in an administration or Personal Assistant role, strong organisational skills, interpersonal skills and attention to detail, and a commitment to supporting the well-being of the team and other site users are essential.

Key Responsibilities:

Administrative Assistance:

- Provide administrative support to the Westminster Cathedral Estate Works Manager.
- Provide administrative support to the Maintenance Team when needed.
- Liaise with other departments, members of the Clergy and residents to facilitate communication, focusing on ensuring smooth coordination of maintenance and repair services.
- Coordinate and manage regular maintenance tasks.
- Liaise with external Contractors and consultants, and coordinate repairs and maintenance work with the sites Clerical & lay staff.
- 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 meeting room bookings, organising tasks and events.
- Take notes, prepare letters and other general PA duties for the Westminster Cathedral Estate Works Manager.
- Filing, copying and other general administration duties.

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 other departments when needed, such as tracking deadlines and managing basic project documentation.
- Assist in gathering resources and compiling basic data for projects.
- Working with Project Team members to assist in the preparation and delivery of Conservation works on site.

Secretarial Tasks:

- Provide secretarial support to the Cathedral Estate Works Manager.
- Arrange meetings and diarise events, facilitate smooth communication with contractors, lay staff and clergy. Take notes, prepare letters and documents.

Health and Safety Key responsibilities:

- Support the Works Manager with their Health & Safety duties.
- Support the Works Manager with their Fire Safety duties.

The successful candidate will:

- Be competent in Word, Excel and Outlook (we use Microsoft 365)
- Be confident with telephone skills and ability to communicate with Priests, Administrators, Contractors and Engineers etc.
- Be organised and methodical in their approach to arranging appointments for multiple persons and organisations across all disciplines.
- Monitor and review data sheets to identify expired or soon to expire certification.
- Through communications with Cathedral teams identify suitable appointment time.
- Confirm appointments by way of diary invites, ensuring all relevant parties are included in the invite.
- Through creative calendar management, work towards streamlining appointments.
- Liaise with contractors to ensure certificates and reports are produced in a timely manner.

This role presents an exciting opportunity to contribute to the support the essential activities of the Cathedral Estate Works Managers Department 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 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 center. 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.

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
Excellent communication skills	Essential
An ability to project a friendly, professional manner, both in person and on the telephone	Essential
An ability to co-ordinate volunteers, as required	Essential
Experience	Essential/ Desirable
An understanding of the social and moral teaching of the Catholic Church	Desirable
Prior experience of planning and organising events / diaries	Desirable
Qualifications	Essential/ Desirable
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel	Essential
Experience on working on databases and data Management Systems	Essential