



Diocese of Westminster

Job Title	Parish Administrator
Department / Parish / Agency	Camden Town
Reporting to	Parish Priest
Cost Centre	CAMDT
Location / Address	Our Lady of Hal, Camden
Management of	n/a
Contract type	Permanent
Hours of work	16 hours per week (Mon, Tues, Thurs, Fri)
Salary per annum	£15 per hour

Job Purpose

To provide administrative and office management support to the Parish Priest, ensuring the efficient day-to-day running of the parish.

Principal Duties and Responsibilities

1. Parish Communication & Digital Presence

- Serve as the first point of contact within the parish office, welcoming colleagues, clergy, volunteers, and visitors with professionalism and compassion.
- Prepare, edit, and distribute the weekly newsletter, Mass sheets, liturgy books, notices, and order of service booklets as needed.
- Maintain and update parish communication channels, including:
 - The parish website (news items, special events, service times, etc.).
 - The parish social media presence (Facebook, Instagram, etc.).
 - The parish email database and noticeboards.
- Manage and update databases for parish groups, general parish records, and sacramental registers (baptisms, marriages, deaths, confirmations, RCIA, etc.).

2. Administrative & Office Management

- Manage diary scheduling for parish events, appointments, and bookings, including maintaining the communal parish diary on Outlook.
- Assist with correspondence, including letters, emails, and certificates for sacraments.
- Order and maintain all church and office supplies, including:
 - Church requisites (altar breads, wine, candles, incense, oil, etc.).
 - Cleaning materials for the church and presbytery communal areas.
 - Repository shop stock and other parish consumables.
- Maintain an efficient filing system for parish correspondence, ensuring compliance with diocesan audit procedures.
- Support the parish priest by preparing and distributing Finance Committee meeting documents, taking minutes, and producing financial figures when required.
- Assist in obtaining supply priests for holidays and other occasions.
- Attend weekly staff meetings with the parish priest and other staff members.

3. Liturgical & Parish Event Support

- Manage bookings and administration for baptisms, weddings, funerals, and Mass intentions.
- Ensure all necessary paperwork and registers are completed for these sacraments.
- Produce and maintain attendance registers for sacramental preparation groups (First Holy Communion, Confirmation, RCIA), tracking attendance electronically.
- Support parish community events and fundraising activities.
- Coordinate with diocesan surveyors, contractors, and maintenance staff for property upkeep, including liaising with property agents for investment properties.
- Monitor and oversee parish hall and meeting room bookings, ensuring proper use and cleanliness.
- Lock and secure the church in the absence of the parish priest or upon request.
- Monitor CCTV during the day and report any concerns to the parish priest.

4. Rota Management

- Ensure money is prepared for collection by G4S and reorder G4S stationery as required (as directed by Bookkeeper).
- Produce and maintain rotas for:
 - Eucharistic ministers, readers, cleaners, laundry, and Sunday tea/coffee teams.
 - Counters for the church collection and oversee their work.
- Regularly check that scheduled volunteers are attending their duties and follow up as needed.

5. Compliance, Health & Safety, and Volunteer Management

- Maintain GDPR compliance for all parish data, including volunteer records.
- Ensure health and safety requirements are met, including fire extinguisher checks, asbestos records, and liaising with contracted H&S service providers.
- Supervise parish volunteers, ensuring they have completed relevant training where required.

6. Training & Other Duties

- Undertake mandatory training, including safeguarding, GDPR, and AFR training.
- Support the parish priest in running the parish according to diocesan values, ensuring that all people are treated with love and respect while maintaining confidentiality and discretion.
- Assist and support the parish priest with additional tasks as required.

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.

Skills/competence requirements	Essential/ Desirable
Ability to work methodically and consistently.	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small team, comprising other paid staff and volunteers.	Essential
Ability to handle challenging people and situations	Essential
Ability to work alone, using initiative	Essential
Ability to adopt a flexible approach	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 work methodically and consistently	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
An ability to co-ordinate volunteers, as required	Essential
Experience	
Relevant experience as an Administrator or Secretary to an executive or above	Essential
Some understanding of the Catholic Church, its structure and organisation	Essential
A desire and commitment to work for the Catholic Church	Essential
Relevant experience in a similar position with particular experience of financial accounting computer programmes	Essential

Skills/competence requirements	Essential/ Desirable
An ability to work methodically and consistently	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
An ability to co-ordinate volunteers, as required	Essential
Experience	
Relevant experience in a similar position with particular experience of financial accounting computer programmes	Desirable
An understanding of the social and moral teaching of the Catholic Church	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