



# Diocese of Westminster

<b>Job Profile</b>	Parish Administrator
<b>Department / Parish / Agency</b>	St Margaret on Thames Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	STMOT
<b>Location / Address</b>	130 St Margaret's Road, Twickenham, Middlesex, TW1 1RL
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	15 hours per week (Mon – Fri, preferably mornings)
<b>Salary</b>	£16 per hour
<b>Job reference number</b>	746-STMOT

## **Job Purpose:**

To advance the evangelising mission of the parish, providing administrative and office management support to the parish priest and leadership team, ensuring the efficient day to day running of parish life.

## **Principal duties and responsibilities:**

- To support the parish priest in promoting the spiritual and pastoral life of St Margaret's Church
- To co-ordinate parish communications and support its digital presence
- To undertake day to day secretarial, administrative and office management tasks
- To organise and support liturgical and other parish events

## **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:
  - o The parish website (news items, special events, service times, etc.).
  - o 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.).

## **Administrative & Office Management.**

- Prepare online banking payments for supplier invoices and cheque payments as needed
- Deal with ad hoc monies collected through the parish office and liaise with the book-keeper and volunteer counting teams
- Prepare invoices and track payment collections for hall users
- Manage permits and payments for regular users of the car park
- Support the parish priest by preparing and distributing Pastoral Council meeting documents, and taking minutes
- Assist in obtaining supply priests for holidays and other occasions.
- Attend weekly staff meetings with the parish priest and other staff members.

### **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.
- Provide administrative support to catechetical and sacramental preparation groups (Baptism, First Holy Communion, Confirmation, Marriage Preparation, RCIA)
- 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.

### **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.
- Co-ordinate parish volunteers as needed, ensuring they have completed relevant training where required.

### **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.

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### **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 and schools, 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 and schools 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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	E
<b><i>Excellent Organisational Skills:</i></b> able to manage multiple deadlines and maintain attention to detail	E
<b><i>Collaborative Teamwork:</i></b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b><i>Problem Solving:</i></b> able to approach challenges creatively and make informed decisions under pressure	E
<b><i>Adaptability and Flexibility-</i></b> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
An understanding of the social and moral teachings of the Catholic Church	D
<b>Technical Skills</b>	
Knowledge of Microsoft Office programs, including Word, Excel and Outlook to an intermediate standard	E
Willingness to learn InDesign (software for desktop and digital publishing)	E
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D