



Diocese of Westminster

Job Title	Parish Administrator
Department / Parish / Agency	Swiss Cottage
Reporting to	Parish Priest
Cost Centre	SWISC
Location / Address	Saint Thomas More Church, Maresfield Gardens, NW3
Contract type	Permanent
Hours of work	16 hours per week, (Tues, Wed, Thu - schedule to be agreed)
Salary	£15 per hour
Job reference	752-SWISC

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

The part-time Parish Administrator will be expected to co-operate with and work alongside the Parish Finance Officer and parish volunteers to carry out the following tasks:

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.
- Assist the Parish Priest with the weekly newsletter and notices as needed.
- Maintain and update parish communication channels, including:
 - The parish website (news items, special events, service times, etc.).
 - The parish email database and noticeboards.
 - The parish social media presence (e.g. Facebook, Instagram presence to be established)
- 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, hall and presbytery communal areas.
- 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 and taking minutes.
- Attend occasional meetings with the parish priest and other staff members.

3. Liturgical & Parish Event Support

- Manage bookings and administration for baptisms, weddings and funerals.
- Ensure all necessary paperwork and registers are completed for the sacraments.
- Produce and maintain attendance registers for sacramental preparation groups.
- Support parish community events and fundraising activities.
- Coordinate with diocesan surveyors, contractors, and maintenance staff for property upkeep together with parish volunteers.
- 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

- Produce and maintain rotas for church collection counters 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 health and safety service providers together with parish volunteers.
- Document training for parish volunteers.

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.

Experience/Suitability for the role	Essential/ Desirable
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	
Excellent Organisational Skills: Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
Collaborative Teamwork: works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E

<i>Adaptability and Flexibility</i> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
An ability to respond to issues with sensitivity compassion empathy and good judgement	E
Technical Skills	
Relevant experience in a similar position with particular experience of financial accounting computer programmes	E
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D