



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	£15.88 per hour / £12,386.40 per annum
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 aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
An ability to co-ordinate volunteers, as required	E
Prior experience of planning and organising events / diaries	D
Technical Skills	
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel	E
Experience on working on databases and data Management Systems	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