



Job Title	Parish Administrator
Department / Parish / Agency	Acton East
Reporting to	Parish Priest
Cost Centre	ACTNE
Location / Address	85 Old Oak Common Lane, London, W3 7DD
Management of	n/a
Contract type	Permanent
Hours of work	8 hours per week (split over 2 days)
Salary per annum	£6,822.40 per annum / £16.40 per hour
Job reference number	786-ACTNE

Job Purpose:

To provide day to day administrative and office management support to the Parish Priest and his parish team in the efficient running of the parish.

Principle duties and responsibilities:

1. To co-ordinate parish communications
2. To undertake day to day administrative tasks
3. To aid the organisation of liturgical and other parish events

1. To co-ordinate parish communications

- Act as the first point of contact within the parish office
- Greeting all colleagues clergy volunteers and visitors in a pleasant compassionate and professional manner, despite sometimes challenging circumstances
- Provide 1:1 support to parish employees as required i.e. HR Self Service portal
- Set out, type and print weekly newsletter
- Type and collate data for the parish newsletter, mass sheets, liturgy books and notices
- To prepare mass intention sheets and liturgy books as required
- Update parish noticeboards and the parish website as required
- Maintain databases for parish groups and general parish database

2. To undertake day to day administrative tasks

- Assist with correspondence, typing and production of certificates as required by the parish priest.
- Undertake diary management of parish appointments and events
- Order all church and parish equipment, stationery and maintaining office equipment
- Maintain accurate records, ensuring an efficient filing system is maintained for parish correspondence that is in line with diocesan audit procedures.
- Undertake any other ad hoc administrative duties as required
- To support with rotas for the readers, counters, stewards, and cleaners.
- To update the GDPR- Parish Data Record.
- Safeguarding - Supporting PSGR, with DBS processing.

3. To organise and support liturgical and other parish events

- To manage the booking and day-to-day running of the various parish meeting rooms
- Taking responsibility for the various parish baptisms, weddings and funeral registers and to deal with requests for information and certificates - preparing all correct paperwork for the ceremonies.
- Support the pastoral function of the parish priest in any relevant administrative capacity i.e. with parish community based fundraising events
- To support the parish priest in various activities and working alongside other staff and volunteers.
- To help the Parish Priest fulfil Health and Safety requirements.
- Deal with diocesan surveyors and contractors as appropriate
- To deal with plumber, electrician and handyman when necessary.

- To undertake any ad hoc duties as required relating to this area.
- To work with property Agents for investment properties/spaces in the church or across the property that are let out to companies continually or adhoc.

Our 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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> 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
<i>Problem Solving:</i> 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
Experience	
Relevant experience in a similar role	E

Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	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
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D