



Job Title	Parish Administrator
Department / Parish / Agency	New Barnet Parish
Reporting to	Parish Priest
Cost Centre	NEWBT
Location / Address	63 Somerset Rd, New Barnet, Barnet EN5 1RF
Management of	n/a
Contract type	Permanent
Hours of work	15 hours per week (4 hours each day on Tuesday, Wednesday and Thursday and 3 hours on Friday, neg)
Salary	£15 per hour
Job reference number	794-NEWBT

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. Parish Communications
2. Administration
3. Liturgical and Parish Events

1. Parish Communications

- Act as first point of contact within the parish office
- Greet colleagues, clergy, volunteers, and visitors professionally
- Provide 1:1 support to parish employees (e.g. HR Self Service portal)
- Produce weekly newsletter and liturgical materials
- Maintain parish databases and noticeboards

2. Administration

- Assist with correspondence, typing, and certificates
- Manage parish diary and appointments
- Order supplies and maintain office equipment
- Prepare and circulate minutes for Finance Committee and Parish Council
- Maintain filing systems in line with diocesan audit procedures
- Co-ordinate rotas for readers, counters, stewards, and cleaners
- Update GDPR Parish Data Record
- Support Safeguarding Representative

3. Liturgical and Parish Events

- Manage booking and running of parish meeting rooms
 - Maintain registers and prepare paperwork for baptisms, weddings, and funerals
 - Support parish fundraising and community events
 - Assist the Parish Priest with Health and Safety requirements
 - Liaise with diocesan surveyors and contractors
 - Manage hall bookings and liaise with tradespeople
-

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 fulfil 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 working or 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
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