



Diocese of Westminster

Job Profile	SPEC Centre Admin Assistant
Department / Parish / Agency	WYM/SPEC Retreat Centre
Reporting to	SPEC Retreat Centre Manager
Cost Centre	345
Location / Address	125 Waxwell Lane Pinner
Management of	n/a
Contract type	Permanent
Hours	20 hours per week (9am-1 pm, Monday-Friday) flexible with occasional weekends and / or evenings
Salary	£33,000 pro rata (£18,860 per annum)
Job Reference	792-345

Job Purpose:

Overall responsibility for supporting administration of residential and day retreats at SPEC Retreat Centre. This will include administrative and secretarial support to assist with the day to day running of the retreat centre and its retreat programmes.

Principle duties and responsibilities

1. In collaboration with the Retreat Centre Manager, to ensure a safe and secure environment for the staff, volunteers and guests who use the retreat centre and/or use its services; ensuring that all centre policies and procedures are regularly reviewed and up to date. Making sure that all Diocesan policies and procedure, particularly those concerning Health and Safety and the safeguarding of children and vulnerable adults are accessible to all.
2. To administer accurately all donations, ensuring that they are requested and managed promptly, and that all cash control mechanisms are followed.
3. To work closely with the Diocesan Finance Department and to administer payments for invoices and contract. Develop a system for flagging up contracts due for renewal or procurements.
4. With the Centre Manager develop purchase system and be responsible for the office and housekeeping orders.
5. To collate centre's quantitative and qualitative data and provide regular reports, particularly those relating to retreat programmes delivered at SPEC Retreat Centre, analysing all the incoming feedback.
6. To assist the Director for Youth Ministry and Centre Manager with preparing the Centre's budget and with any administrative tasks deemed necessary and required by them.
7. There may be a requirement to work occasional weekends and / or evenings which if scheduled would replace Monday – Friday working hours.

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 centred 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 and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & 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.

Skills/competence requirements	Essential/ Desirable
Passion for and commitment to working with young people and their faith formation.	E
Ability to administer a large hospitality centre.	D
Project management experience including risk management, budget planning and fiscal management.	D
Excellent organisational skills, able to prioritise and meet deadlines	E
Data analysis and reporting skills	E
Excellent organisational skills. Ability to meet challenging targets and operational goals.	E
Ability to work flexibly, including occasional weekends and evenings. Ability to manage time and workload effectively and to prioritise and meet deadlines	E
Ability to work alone, using own initiative to develop and organise all aspects of work and understand the need to remain within operational or regulatory parameters	E
Ability to work with complete discretion and confidentiality	E
Ability to work with emotional intelligence and empathy	E
Ability to manage relationships with multiple stakeholders and to work collaboratively with Diocesan Agencies and Departments	E
Experience	
Project management experience including risk management, budget planning and fiscal management.	D
Experience of managing office	D
Familiarity HR recruitment/staff support processes and requirements	D
Understanding of and empathy with the moral and social teachings of the Catholic Church	E
Able to demonstrate experience of working collaboratively with all stakeholders	E
Qualifications	
Undergraduate degree and/or at least 5 years' experience in the fields of <ul style="list-style-type: none">• Hospitality• Finance/Administration• Business Management• Events Management	D
Good knowledge of IT and Office Software packages	E
Good fiscal literacy	E

Competences required

The post is subject to an enhance check by Disclosure and Baring Service

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.