



<b>Job Title</b>	Parish Operations Support Officer
<b>Department / Parish / Agency</b>	Wood Green Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	WOODG
<b>Location / Address</b>	St Paul the Apostle, Station Street, N22 7SY
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	10 hours per week (3 – 4 hours per day, three days a week but there is some flexibility)
<b>Salary per annum</b>	£15 per hour
<b>Job reference number</b>	833-WOODG

### **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 oversee the rental of the 6 flats owned by the parish
  2. To oversee all aspects of Health & Safety in the parish.
  3. To act as the principal point of contact for all contractors.
  4. To assist with various ad hoc duties that contribute to the smooth running of the parish.
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- 1. To oversee the rental of the 5 flats owned by the parish**
    - Maintain accurate records, ensuring an efficient filing system is maintained for parish correspondence that is in line with diocesan audit procedures.
    - To work with property Agents for investment properties/spaces in the church or across the property that are let out to companies continually or ad hoc.
  - 2. To oversee all aspects of Health & Safety in the parish.**
    - To help the Parish Priest fulfil Health and Safety requirements.
    - Manage Health Safety action points and instigate mitigation
    - Manage and implement the Diocese health and safety policy and update as required.
    - Manage and provide written health and safety progress reports and advice to Trustees.
    - Ensure that all accidents and near misses and reports are investigated and documented in accordance with HSE guidelines, with recommendations.
    - To undertake any necessary Health and Safety staff training and development.
    - To undertake and ad hoc duties as required relating to relating to this area.
  - 3. To act as the principal point of contract for all contractors**
    - 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.
  - 5. Various ad hoc duties as and when required, specifically**
    - Ensuring compliance with the licencing returns, such as Christian Copyright Licences
    - Supporting the preparation of paperwork for Sacramental programmes in the parish.

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## 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

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### **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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b><i>Excellent Organisational Skills:</i></b> able to manage multiple deadlines and maintain attention to detail	E
<b><i>Collaborative Teamwork:</i></b> 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
<b><i>Problem Solving:</i></b> able to approach challenges creatively and make informed decisions under pressure	E
<b><i>Adaptability and Flexibility-</i></b> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Relevant experience as an Administrator or Secretary to an executive or above	E
Some experience of working within a faith-based non-profit or charitable organisation	E
A desire and commitment to work for the Catholic Church	E
Social media and online communications experience	E
<b>Qualifications</b>	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	E