



Diocese of Westminster

Job Profile	Parish Support Partner
Department / Parish / Agency	Parish Support Team
Reporting to	Senior Parish Support Partner
Cost Centre	110
Location / Address	Peripatetic
Management of	n/a
Contract type	Permanent
Hours	32 hours per week (Tuesday to Friday)
Salary	£27.44
Job reference number	845-110

Job Purpose:

The role of the Parish Support Partner is someone who is always looking forward. They are someone who uses financial / cross curial / parish data and their analysis to facilitate change by working closely with, or providing a service to, a number of different parishes hereafter referred to as 'parish portfolio'.

As a member of a multidisciplinary team Parish Support Partners provide cross curial support for parishes and lead on the provision of expert Financial and Administration procedures, policy, audit and compliancy knowledge with the teams across their entire parish portfolio.

Principal duties and responsibilities:

1. Responsible for the provision of '2nd 'level guidance, support and practical assistance to the parishes within their portfolio in the following subjects:
 - a. Health & Safety
 - b. Human Resources
 - c. Finance
 - d. Property
 - e. Audit and Regulatory Compliance
2. This enables a Parish Support Partners to be able to provide:
 - a. professional, legislative and regulatory oversight, education and training
 - b. the parishes with access to professional advice
 - c. delivered directly by the Parish Support Partner or
 - d. act as a conduit for an 'expert' from another curial or central services team / department a multi-faceted approach to problem solving
3. Responsible for providing targeted strategic insights across their entire parish portfolio
 - a. analysis of all parish operational and financial performance data
 - b. able to provide and enable informed decision making at a parish level
4. Responsible for improving the impact, and understanding, of financial & cross curial data / reporting on parish performance and set standards examined by external auditors and required from by regulatory bodies
5. Responsible for providing analysis and delivering insight that links financial & cross curial reports to parish performance providing a faster reaction to identifying risk, challenges and regulatory failures and acting upon it

6. Responsible for providing effective commercial procedures, or initiating change, to ensure key compliances are met and long-term financial sustainability is delivered
7. Responsible for maintaining strong relationships with all stakeholders across their parish portfolio and across the wider Diocese
 - a. single point of contact for the parish
 - b. able to present or / and provide a cross curial response to the needs of the parishes within their portfolio
8. Accountable for the successful completion of & delivery of
 - a. Annual Financial Return from your parishes
 - b. Internal Audit or Able to identify, address and escalate as appropriate areas of non-compliance
9. Responsible for provision of training and development
 - a. to ensure the continuing development of the parish Finance Committee
 - b. of the Diocesan in-house accounting system - OPAS (Online Parish accounting system)
 - c. relative to cash controls procedures
 - d. referencing all current HMRC requirements for processing Gift Aid records and how to make the Gift Aid claim submission
10. Responsible for exploring and developing improvements for the connectivity between parishes and curial departments; including data collection methods and its recording and initial analysis

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
Excellent Communication Skills: Able to communicate confidently clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: 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. Ability to work within a small and highly functioning autonomous team and develop strong working relationships with colleagues and external stakeholders at all levels	E
Problem Solving: able to approach challenging people and situations 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. Ability to work on own initiative, with a proactive approach to anticipate what the service may require and to make decisions as appropriate	E
Influencing Skills Ability to influence colleagues in other departments without direct authority	E
Experience	
Relevant experience for this role through previous positions held such as: Internal Business Manager; Finance Business Partner; HR Business Partner; Learning and Development Business Partner; Compliance or Regulatory Standards Officer; Internal Audit; Property or Facilities Administrative Management experience; or relevant experience for this role gained in any similar above role type(s)	E
Relevant experience in collecting, organising and studying data to provide business insight through analysis	E
Financial experience to accounting level AAT or ACCA or CIMA	D
Internal audit and compliance functional experience	D
Health & Safety at work knowledge	D
HR experience in employee engagement, recruitment, managing grievances, disciplinaries, investigations mediation.	D
Qualifications	
Undergraduate degree / Equivalent in Finance, HR, Facilities or Property Management, Business Administration, Accounting, Data Analytics or Project Management (or similar disciplines) or significant management experience in any area identified above.	E
Project Management Qualification	D
IOSH, CIPD, ACCA, CIMA, RICS or any professional qualification covering H&S, HR, Finance or Property	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
Willing to travel regularly to multiple locations across the Diocese and to work flexibly, including occasional weekends and evenings.	E
Basic understanding of the Catholic Church and its structure	D