



# Diocese of Westminster

<b>Job Profile</b>	Parish Office Assistant
<b>Department / Parish / Agency</b>	Brazilian Chaplaincy, Saint Anne's Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	388
<b>Location / Address</b>	St Anne's Church, Underwood Road E1 5AW
<b>Management of</b>	n/a
<b>Contract type</b>	1 Year Fixed Term
<b>Hours</b>	20 Hours Mon / Wed / Thu / Fri / Sat - 09:00am to 13:00pm
<b>Salary</b>	£14.80 an hour
<b>Job reference number</b>	845-388

### **Job Purpose:**

To provide administrative support to the parish including office administration, events support and property management

### **Principal duties and responsibilities:**

- **Admin**
  - To count and bank the money collected from all Mass Centres with the Administrator or someone requested by the chaplain
  - To purchase supplies, goods, equipments, etc according to Chaplaincy needs
  - To undertake any other ad hoc administrative duties as required
- **Events**
  - Assist parish priests and community representatives in organising chaplaincy events
  - To keep the events inventory up to date and count stock levels when required
  - Provide stock levels to communities when required
  - Print out event leaflets and perform minor adjustments when required.
  - To produce and/or share event reports at the end of the event.
  - To support parish priests, other staff members and volunteers in all events throughout the year
- **Property Management / Property Maintenance**
  - Carry out property inspections and complete reports
  - Liaise with contractors to organise refurbishments and property repairs
  - To assist with general administrative tasks and responding to inquiries
  - Maintain open communication with tenants and coordinate any necessary repairs or maintenance
- **Letting Management**
  - To advertise rooms online and do viewings in order to rent the rooms
  - To carry out check in of a new tenant
  - Manage ongoing requests from tenants relating to issues and maintenance

- Forward and follow up financial requests with Chaplaincy Administrator
- Provide the support required for the tenants keeping a good relationship and clear communication
- Prepare rooms before new tenants move in, by organising cleaning, repairs, etc.
- Check/Inspect room when tenancy ends and provide report to Parish and/or Administrator

**● Hall Bookings**

- To manage hall bookings and manage ongoing requests
- To carry out check-ins and check-outs
- To carry out inspections/handover after the events

**● Health Safety**

- To take part in formation sessions regarding Safeguarding requirements
- To test regularly Fire Alarm and Emergency Lights and keep the records up to date
- To organise safety inspections and keep records of up to date gas, electricity and EPC certificate

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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 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
<b>Excellent Communication Skills:</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>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail	E
<b>Collaborative Teamwork:</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>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility</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 in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Technical Skills</b>	
Intermediate Microsoft Office programs, including Word, Excel and Outlook	E
Speak Portuguese and English fluently	E
<b>Other Requirements</b>	
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