



<b>Job Title</b>	Parish Administrator
<b>Department / Parish / Agency</b>	St Paul the Apostle, Wood Green
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	WOODG
<b>Location / Address</b>	22 Bradley Road, London N22 7SY
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	9am-1pm Monday – Friday (20 hours)
<b>Salary per annum</b>	£15 per hour
<b>Job reference number</b>	848-WOODG

**Job Purpose:** To establish and manage effective administrative and office systems for the parish, ensuring a well-organised and welcoming environment that supports the Parish Priest and his team in their pastoral, liturgical, and community mission.

### **Principle duties and responsibilities:**

1. To co-ordinate parish communications
2. To undertake day to day administrative tasks
3. To oversee the rental of the 6 flats owned by the parish
4. To oversee all aspects of Health & Safety in the parish
5. To act as the principal point of contact for all contractors
6. To coordinate hall and facility bookings, and seek new opportunities for rental.
7. To supervise Parish Office Volunteers

#### **To co-ordinate parish communications**

- Act as the first point of contact within the parish office
- Greeting all colleagues, clergy volunteers and visitors in a pleasant compassionate and professional manner, despite sometimes challenging circumstances
- Provide 1:1 support to other parish employees as required i.e. HR Self Service portal
- Set out, type, proofread and print weekly newsletter
- Type and collate data for the parish newsletter, mass sheets, liturgy books and notices
- To prepare mass intention sheets and liturgy books as required
- Update parish noticeboards and the parish website as required
- Maintain databases for parish groups and general parish database

#### **To undertake day to day administrative tasks**

- Assist with correspondence, typing and production of certificates as required by the parish priest
- Undertake diary management of parish appointments and events
- Order and compile payment for all church and parish equipment
- Maintain office equipment and stationary supplies
- Maintain accurate records, ensuring an efficient filing system is maintained for parish correspondence that is in line with diocesan audit requirements.
- Taking responsibility for the various parish baptisms, weddings and funeral registers and to deal with requests for information and certificates - preparing all correct paperwork for the ceremonies.
- Oversee cash collection process
- Undertake any other ad hoc administrative duties as required
- To support with rotas for the readers, counters, stewards, and cleaners
- To update the GDPR- Parish Data Record

**To oversee the rental of the 6 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.

**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 this area.

**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 where necessary
- To undertake any ad hoc duties as required relating to this area

**To coordinate hall and facility bookings, and seek new opportunities**

- Oversee the use of the hall during office hours, ensuring the space is tidy and welcoming
- Maintain the booking and day-to-day running of the various parish meeting rooms
- Send and confirm receipt of hall hire agreements, invoices, payment and receipt
- Ensure all bookings are managed efficiently, with clear contracts, invoicing, and safeguarding of parish interests.

**To supervise Parish Office Volunteers**

- Ensuring that appropriate confidentiality agreements have been signed
- Advising Parish Safe Guarding Representative of new volunteers if needed
- Ensuring Health & Safety policies are advised and met.

**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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<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 Administrator or Secretary	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Technical Skills</b>	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	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