

Job Description

Roman Catholic Diocese of Nottingham: Job Description Form

Department/Parish: XXXX

Job title: Parish Administrator/ Secretary

Purpose of role: Management of parish office and parish administration including administrative support to clergy.

Based at: XXXX

Hours of work: XXXX hours per week

Line Manager: XXXX

Main responsibilities

Responsibilities	Standards expected/ How achievement will be measured
Manage parish office <ul style="list-style-type: none"> • First point of contact for general enquiries via telephone and email • Checking emails and letters to parish office, and either replying or forwarding to the appropriate recipient • Distribute post as necessary • Diary planning • Filing • Manage stocks of stationery • Dealing with sensitive and confidential parish requests and difficulties 	Efficient management of parish office. Information requests, queries or complaints are dealt with in a prompt and courteous manner. Requests referred to relevant personnel promptly and accurately
Administration of property <ul style="list-style-type: none"> • Manage the hall(s): letting the halls, invoicing all users, supervising cleaning • Manage maintenance of buildings by booking and coordinating repairs and routine maintenance with contractors and grounds person 	

Responsibilities	Standards expected/ How achievement will be measured
Administration of volunteers <ul style="list-style-type: none"> • Choosing, inspiring, managing and supervising volunteers • Assisting with administrative matters with the aim to motivate volunteers • Cooperation with the chair of finance, property manager, Evangelisation Strategy Group rep, and all involved in other areas of the missionary strategy. 	Effective cooperation with all volunteers involved in particular pastoral areas with their admin responsibilities (eg. First Holy Communion and confirmation classes, Youth Group, RCIA). Evidence that the volunteers have been organised effectively to do day-to-day jobs eg. Rotas, folding newsletters, helping in maintaining noticeboards etc.
Support the Parish Priest with any additional tasks, as required.	Support is provided as required.
Participate in performance appraisal process and undertake any learning & training identified	Engagement is positive and collaborative, receptive, cooperative and responsive.

Key Internal Contacts: Line Manager (see above), Parish Priest, Parish volunteers, chair and other members of Parish Pastoral Council and Parish Finance Committee members; members of local church communities; parishioners and other enquirers; Diocesan Finance and Property staff. There are no subordinate staff.

Key External Contacts: Diocesan insurers, Data Protection Officer, appointed agents and advisers, suppliers and contractors, especially IT, communications and equipment support specialists, and diocese-wide professional services providers.

Experience and qualifications required for role:

Responsibilities	Standards expected/ How achievement will be measured
Parish administration and facilitation <ul style="list-style-type: none"> • Drafting of a weekly parish newsletter for distribution • Maintain parish noticeboard • Preparation and circulation of parish duty rotas in association with others • Keeping and updating parish records and making diocesan statistical returns when required • Keeping parish registers for Baptism, First Communion, Confirmation, Reception and death • Preparation of certificates and providing information from above registers • Carry out administration associated with Baptisms, weddings and funerals, ensuring all involved are kept fully informed • Co-ordinate list of sick and housebound parishioners, and other parish groups/activities • Assisting with requests for Mass Intentions and Foundation Masses • Facilitate communication between parties involved in parish projects or areas of concern • Ensure licences are in place an up to date 	Smooth running of the parish in the relevant areas
Administration of finance <ul style="list-style-type: none"> • Management of invoices (when approved by Parish Priest) • Preparing cheques to be signed by authorised person • Paying Parish bills and invoices as required and requested • Monthly recording of Mass Stipends and Stole Fees to the Priest • Management of volunteers who help with banking parish money • Organising the agenda for the Finance Team (together with the Chair of Finance) 	Parish finance tasks are carried and out and completed in a timely manner. Regular contact maintained between Finance Team and Parish Priest

The post of Parish Administrator/Secretary requires a person able to offer a range of skills appropriate to a wide-ranging and varied role. The following are the key requirements.

Essential

- Excellent administration, office management and diary management skills.
- Excellent IT skills, including word-processing, spreadsheets and familiarity with social media.
- Good communications skills, both written and verbal; good and accurate written English.
- Demonstration of secretarial skills.
- Initiative and able to work with minimal supervision.
- Ability to focus under pressure and meet deadlines while working with good attention to detail.
- Ability to draft clear and accurate documents/reports for various audiences.
- Capacity to relate appropriately to a wide range of people, in person, by telephone or by e-mail.
- Ability and willingness to work collaboratively with the Parish Priest, Parish staff and other colleagues.
- Ability to plan work according to the schedule of parish clergy and day to day demands.
- Experience of dealing with people from a wide range of backgrounds, ages and abilities.
- Sound judgement to determine what should be referred to the Parish Priest and other staff for approval, agreement or information and what can be dealt with independently.
- Flexibility and adaptability to changing priorities.
- Understanding of and commitment to the principles and practice of confidentiality.
- Willingness to be involved in continuing personal and professional development.
- Awareness of the hierarchy of the Catholic Church and its priorities

Desirable

- Educated to degree level or equivalent qualification or experience in an appropriate discipline.
- Experience of running an office in a business or charitable environment.
- Knowledge of safeguarding / DBS and Data Protection principles.
- Ability to see how this role fits into the bigger picture of the work of the Diocese.

Personal attributes: A commitment to the ethos of the Catholic Church is essential.

Way of working: Within a enthusiastic team of staff to serve the Parish, Curia and outside agencies supporting efficient operation of the Diocese of Nottingham.

Signed:

Date: