

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Parish Administrator</b>		
<b>Department:</b>	St John Paul II		
<b>Reports to (job title):</b>	Parish Priest		
<b>Accountable to:</b>	Parish Priest		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	Parish Priest		
<b>Location:</b>	St John's Presbytery, St John's Road, Padiham, Burnley, Lancashire BB12 7BN	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£12.60 per hour	<b>Position Type:</b>	Part time, Permanent
<b>Hours of Work:</b>	12 hours per week – worked Monday, Thursday and Friday	<b>Holidays</b>	25 days per annum plus statutory bank holidays. There are also 5 additional closure days (4 days between Christmas and New Year and 1 day Maundy Thursday). All subject to pro-rata.
<b>Job Purpose:</b>			
To provide administrative support to the parish including office administration, secretarial and basic accounting duties.			
<b>Job Description</b>			
<b><u>Main areas of responsibilities:</u></b>			
<ul style="list-style-type: none"> <li>• Undertake day to day secretarial and administrative tasks</li> <li>• Co-ordinate parish communications</li> <li>• Organise and support liturgical and other parish events</li> <li>• Provide colleagues and visitors with respect and dignity and support the creation of a warm and hospitable environment.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>To undertake day-to-day secretarial and administrative tasks</b></li> <li>• Welcome parishioners and visitors, treating them with respect and in confidence.</li> <li>• Assist with correspondence and typing (including e-mails, general correspondence, parish newsletter, Mass sheets, liturgy books and notices), typing and production of certificates as required by the parish priest and others in pastoral ministry.</li> <li>• Support the parish priest by helping to organise the diary, appointments and parish events.</li> <li>• Provide administrative support in attending meetings, preparing minutes and agendas.</li> </ul>			

- Take responsibility for ordering church and parish equipment, stationery and ensuring invoices are paid.
- Establish and maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to Diocesan Auditors.
- Deal with diocesan surveyors and contractors as appropriate and arranging visits where necessary.
- Complete the filing, photocopying and updating of records in a timely manner.
- Maintain up-to-date parish registers.
- Undertake any other ad hoc administrative duties as required.
  
- **To make arrangements for parish finances**
- Empty collection boxes and prepare monies for banking.
- Maintain accurate gift aid records, including accurate data entry onto the computer and provide yearly returns.
- Provide reports on parish collections to the parish priest and/or parish finance committee.
- Maintain adequate records acceptable to Diocesan auditors.
- Arrange for the payment of invoices for authorisation by the parish priest.
- Ensure finance protocols and good practice are observed at all times.
- Take responsibility for petty cash handling.
  
- **To co-ordinate parish communications**
- Set out, type and publish the weekly newsletter.
- Update and maintain parish notice boards.
- Prepare and print orders of service for weddings, funerals and other celebrations according to the liturgical seasons.
- Prepare and communicate rotas for Readers and other parish ministries as and when required.
- Maintain databases for parish groups and general parish database.
- Assist with keeping the parish website up to date.
  
- **To organise and support liturgical and other parish events**
- Provide agendas for parish meetings (e.g. Finance Committee, Parish Pastoral Team, Parish Centre management team, Sacramental Programme).
- Prepare papers and certificates for baptisms, weddings and funerals.
- Order materials for the children's sacramental programme and for other sacramental preparation.
- Publicise parish social functions including the printing and distribution of posters, tickets, etc.
  
- **Other duties commensurate with the role**
- Support the parish priest in various activities and working alongside other staff and volunteers.
- Ensure a safe and clean working environment within the office.
- Review and implement procedures to ensure clear, efficient and effective office operation.
- Co-operate with parish volunteers to assist with administrative and management functions, encouraging them to participate in all aspects of the parish.
- Undertake any such other duties as may be reasonably determined by the Parish Priest which are commensurate with this role.

<b>PERSON SPECIFICATION</b>		
	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<b>Qualifications:</b>		
<b>Experience:</b>	<ul style="list-style-type: none"> <li>- Experience of using MS Office (Word, Excel and Outlook).</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant experience as a Secretary/Administrator in a responsible position.</li> </ul>
<b>Knowledge, skills and abilities:</b>	<ul style="list-style-type: none"> <li>- Excellent organisational skills.</li> <li>- Able to prioritise in order to meet deadlines.</li> <li>- Able to help publicise and promote Parish events.</li> <li>- Able to work in a small team, including staff and volunteers.</li> <li>- Able to handle challenging people and situations with sensitivity and in accordance with the values of the Catholic Church.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of safeguarding policies and practices.</li> </ul>
<b>Qualities and attributes:</b>	<ul style="list-style-type: none"> <li>- Have a warm and welcoming manner with a friendly, professional manner</li> <li>- Be able to work with initiative and independence, but also be aware of accountability to others.</li> <li>- Trustworthy with the ability to work with complete discretion and confidentiality.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Parish Priest.</p>		
<b><i>Other information:</i></b>		
<b><i>References and Reports</i></b>		

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Environment:** The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

*All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.*

Compiled By:	HR	Date:	December 2022
Reviewed By:	Parish Priest	Date:	January 2024

I accept and agree with the details contained in this job description.			
Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures which can be accessed via: <a href="http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy">http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</a>			
I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first two months of employment.			
Print Name:		Date:	

Signature:		Parish:	
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