

DIOCESE OF SALFORD

Job Title:	Parish Administrator		
Department:	St Mary & St John Fisher		
Responsible to:	Parish Priest		
Location:	St Mary's Presbytery, Duke Street, Denton, M34 2AN	Travel Required:	No
Level/Salary Range:	£12.60 per hour	Position Type:	Part-time Permanent
Hours of Work:	9 hours per week - to be worked from 9.30am to 12.30pm on Wednesday, Thursday & Friday.	Holidays	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.
Job Purpose:			
To provide administrative support to the parish including office administration, secretarial and basic accounting duties.			
Job Description			
PERSON SPECIFICATION			
	<i>Essential</i>	<i>Desirable</i>	
Qualifications:			
Experience:	<ul style="list-style-type: none"> - Experience of using MS Office (Word, Excel, and Outlook). - Experience of using Electronic Accounting systems. 	<ul style="list-style-type: none"> - Relevant experience as a Secretary/Administrator in a responsible position. 	
Knowledge, skills and abilities:	<ul style="list-style-type: none"> - Excellent organisational skills. - Able to prioritise to meet deadlines. - Able to work in a small team, including staff and volunteers. - Able to handle challenging people and situations with sensitivity and in accordance 	<ul style="list-style-type: none"> - Knowledge of safeguarding policies and practices. 	

	<p>with the values of the Catholic Church.</p> <p>Have the ability to work in a methodical and consistent manner on own initiative and apply common sense.</p> <ul style="list-style-type: none"> - Possess excellent communication skills, both written and verbal. 	
Qualities and attributes:	<ul style="list-style-type: none"> - Have a warm and welcoming manner with a friendly, professional manner both in person and on the telephone. - Trustworthy with the ability to work with complete discretion and confidentiality. - Have a flexible approach to working. 	
Other requirements:	<ul style="list-style-type: none"> - This post is subject to a check by the Disclosure and Barring Service. - All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
<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 Head of Department.</p>		
<p>Other information:</p> <p>References and Reports</p> <ul style="list-style-type: none"> • Two professional references will be required. • This post is subject to a check by the Disclosure and Barring Service <p>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.</p> <p>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.</p>		

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 always expected to work with the highest standards of conduct. Maintaining the 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:	January 2023
Reviewed By:	Parish Priest	Date:	December 2024

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first two months of employment.

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 <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Print Name:		Date:	
Signature:		Parish:	