

## **PARISH SECRETARY** **JOB DESCRIPTION**

### **INTRODUCTION**

The role of the Parish Secretary is to provide comprehensive support to the Parish Priest in all administrative matters within the Parish. This will cover secretarial, financial, office management and volunteer liaison.

### **KEY RESPONSIBILITIES** *(Please note that this list is not exhaustive)*

Not every parish secretary will undertake every one of these tasks but are likely to undertake a variety of them at any one time. These are typically what we would expect a parish secretary to undertake.

#### **Secretarial**

1. To set up and operate an efficient and effective office system for the support of the life and work of the Parish.
2. To provide administrative support for the Parish Priest and others working for the development of the Parish - including managing the diary of the Parish Priest.
3. To follow set procedures in dealing with general and specific pastoral enquiries, bookings for Parish premises, assistance for Parish premises hirers, assistance for tenants, and access for workmen.
4. To answer the telephone in a warm and efficient manner, ensuring that all messages taken are clearly recorded and passed on promptly.
5. To work with kindness and sensitivity to the needs of others in dealing with personal and telephone callers, and email communications - and to maintain confidentiality at all times.
6. To deal with all correspondence appropriately, typing letters and/or email responses as required by the Parish Priest – to prepare, edit and produce the Parish Newsletter - to produce advertising posters – to prepare sign-up lists and rotas.
7. To file all documentation as required.
8. To update the Parish website and Members' database
9. To update other computer records as necessary.
10. To keep Parish Registers up-to-date, ensuring that they are accurate and legal, and issuing certificates as required in neat, legible handwriting.
11. To assist with the organising of Parish events.

#### **Financial**

1. To operate a basic bookkeeping system for routine income and expenditure – this is generally done via spreadsheets.
2. To review invoices and query/rectify mistakes.
3. To ensure payments to suppliers are made in a timely manner.
4. To prepare cheques for signature.
5. To undertake banking as required.
6. To manage the petty cash.

### **Office Management**

1. To manage all stationery and consumables ordering and supplies, ensuring that the Parish is getting best value for money.
2. To organise printing and copying.
3. To organise purchasing of food and drink, and other requirements, for Parish events.
4. To ensure all office equipment is kept operational, organising repair as needed.
5. To manage the cleaner.
6. To be responsible for both first aid and health and safety within the office.

### **Volunteer Liaison**

1. To assist the Parish Priest in co-ordinating the work of volunteers within the Parish.
2. To maintain records of volunteers and their experience.

## **PERSON SPECIFICATION**

### **Required Experience/Knowledge/Skills**

1. Previous secretarial experience in a busy office with fluctuating workloads, where flexibility, good organisational and proficient IT skills are essential - along with accuracy and a methodical approach.
2. Previous bookkeeping/financial experience.
3. Previous office management experience.
4. Good working knowledge of current office software such as Outlook, Microsoft Word, Publisher, Excel and website maintenance.

5. Good working knowledge of current office equipment such as printers, copiers and faxes.
6. Excellent telephone skills
7. A general understanding of the workings of a Roman Catholic Parish, and the ability to quickly develop an in depth knowledge of the systems, structures and practices employed in a Roman Catholic Parish, Deanery, Episcopal Area and Diocese.
8. An empathy with the religious nature of the organisation and its objectives.
9. A large amount of common sense, coupled with the ability to employ good judgment in making decisions when working independently.
10. The ability to be discrete and keep information confidential.
11. Previous experience with volunteers would be useful, but not essential.
12. A willingness to undertake a DBS Check if required.
13. Has current permission to work in the UK.