

# Job Description

**Job Title:** Parish Administrator

**Reports to:** Parish Priest

**Based:** The Presbytery, 1 Hamilton Road, Sidcup, DA15 7HB

**Hours:** 15 Hours/week

**Overall Job Purpose:** To provide flexible and efficient administrative and secretarial support to the Parish office by implementing and maintaining office systems, processes and procedures and delivering a welcoming, appropriate service to those attending the parish office.

## Key Responsibilities:

- Deal with telephone queries and callers to the presbytery, which can involve a wide range of enquiries and sensitive pastoral matters. Convey messages clearly and in a timely manner.
- In conjunction with the Parish Priest, maintain the Parish diary ensure email communications are responded to, or are forwarded promptly to the Parish Priest, or other relevant person.
- Sort through the post and despatch mail. Take delivery of orders for church and repository, ensuring they are dealt with appropriately.
- Prepare content for, type, photocopy the weekly newsletter and upload to parish website.
- Update parish website and social media platforms with new material to keep current.
- Maintain and record all financial transactions with summary reconciliations which includes coding and assigning all transactions to the correct accounts, performing bank reconciliations on monthly basis and producing monthly reports using accounting software.
- Maintain an accurate and efficient online and manual filing system for Parish documents, correspondence, payments, records, and contact details.
- Print notices for display on church noticeboard, and update church noticeboards weekly with current news, adverts, etc.
- Monitor and maintain the stock of stationery for the office, and equipment and supplies for Presbytery, hall and church.
- Ensure that the relevant parish manual's e.g. H&S, safeguarding are kept up-to-date, and that service records are maintained and uploaded to the Diocesan online 'SafetyToolBox' portal

- Maintain the Parish registers of sacramental programmes and provide relevant admin support to assist with the smooth running of various programmes.
- Produce Baptism, Confirmation and First Holy Communion certificates, and certified copies when required.
- Liaise with external contacts e.g. funeral directors, hospitals, schools ensuring data or material requested complies with GDPR and is provided in a timely manner.

### **General Responsibilities**

- To be aware of and adhere to St Lawrence Health and Safety policy at all times.
- To have a commitment to equality, diversity and inclusion in relation to employment and service delivery.
- To be aware of and adhere to all relevant financial procedures and report any discrepancies.
- To ensure that all work undertaken is conducted to the highest professional standards and to lead by example

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

### **PERSON SPECIFICATION**

#### **EDUCATION/QUALIFICATIONS**

- Good level of general education (English and Maths to GCSE level or equivalent)

#### **SKILLS/ATTRIBUTES**

- Demonstrable experience in an administrative role.
- Able to demonstrate good numeracy skills.
- Excellent verbal and written communication skills.
- Demonstrates understanding and consideration of others with respect and empathy.
- Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality.
- Self-motivated and uses initiative, working both alone and as part of a team.
- Excellent planning, time management and organisational skills.
- Works with accuracy and attention to detail

#### **EXPERIENCE/KNOWLEDGE**

- Good knowledge and confident in the use of Microsoft Office programmes including Word, Excel, Publisher, Powerpoint and office databases.
- Awareness of data protection and an understanding of how to manage confidential information.