

## JOB DESCRIPTION

### Parish of English Martyrs, Didcot and St John the Evangelist, Wallingford

#### Job Title: Parish Administrative Secretary

#### Purpose of role:

To provide a full confidential administrative and secretarial service to the Parish Priest and to the Parish, providing a sympathetic and efficient focal point for enquiries and administrative support.

**Based at:** 15 Manor Crescent, Didcot OX11 7AJ

#### Hours of work per week: 28

Hours of work per day to be agreed

**Line Manager:** Parish Priest - Fr Phillip Harris

Main Responsibilities	How Achievement will be measured
Provision of full secretarial service to the Parish Priest, including dealing with mail, email, telephone calls, diary management, filing, and taking and dealing with messages as appropriate - in all cases suggestion action to the appropriate person, or handling matters themselves wherever possible.	Feedback from (and to) Parish Priest at weekly meetings
Routine Parish administration and facilitation, including (list is not exhaustive): <ul style="list-style-type: none"><li>• Ordering of stationery and postage stamps</li><li>• Production, updating and distribution of parish handbook</li><li>• Maintain list of sick and housebound parishioners</li><li>• Advertisement of parish events as appropriate</li><li>• Preparing and circulating Parish duty rosters in association with others</li><li>• Maintaining of parish registers</li><li>• Preparation of certificates as needed</li><li>• Updating of PAMIS (directory)</li><li>• Preparing Diocesan statistical returns</li><li>• Posting mail as required</li><li>• Preparation of service and other liturgy sheets as required</li><li>• Answering emails promptly</li><li>• Organising appeal dates</li></ul>	Smooth running of parish in relevant areas

Drafting, publishing and distribution to churches of weekly Parish newsletter and assistance with preparation of Mass sheets and other liturgy sheets	Agreed timetable achieved
Provision of assistance to Parish groups as requested (eg Parish Pastoral Council, Liturgy groups) and those scheduling rosters, such as for readers etc.	To be agreed
Managing the parish 'master diary', helping to co-ordinate meeting times and locations	No clashes of date or location
Managing and arranging Mass bookings and stipends	
Record details and pass on to Parish Priest all enquiries for Baptisms, Marriages and Funerals	To be agreed
Handing enquiries in the absence of the Parish Priest wherever possible, and otherwise ensuring they are clearly passed on to the appropriate person.	
Arranging for supply as required	To be agreed
Organising maintenance and repairs as required	
Weekly maintenance of Thames Isis Pastoral Area website as required by all churches in the Pastoral Area	As necessary
Full management of Parish accounts, including but not exclusively paying all bills, paying second collections, entering all income and expenditure on to Diocesan system, monthly bank account reconciliation, preparation of annual return, preparing reports for Finance Committee	Book keeping skills required
Management of Parish gift aid system, including weekly maintenance of spreadsheet, preparing quarterly gift aid returns to the Diocese, ordering and distribution of gift aid envelopes as required and logging details of new gift aiders on to system.	
Any other duties as required by the Parish Priest	

**Regular Contacts/liaison with:**

Parish Clergy, parishioners including those with special responsibility and those with special needs (eg bereaved, homeless etc.), Clergy of other parishes, Bishop's Secretary, other Vicars General, Secretary to the Trustees, members of Parish Committees

**Experience and qualifications required for role:**

- Competent Administrator with excellent secretarial, time management and prioritisation skills.

- Computer literate, skilled in word processing, desktop publishing, spreadsheets, database management, website management and use of internet.
- Willing to learn new computer programs and software used in the parish or as required by the Diocese.
- Book-keeping skills

**Personal Attributes:**

- Sympathetic to the Ministry and Mission of the Catholic Church
- Self motivated and flexible, with ability to work on own initiative, without supervision or support from colleagues or team, able to cope with change and meet deadlines
- Diplomatic, discreet with a sympathetic nature and emotional resilience

Signed (job holder):

Date:

Line Manager:

Date: