

Parish of the Sacred Heart, Whaley Bridge

Email: shwb@btinternet.com

Telephone: 01663 732614

Job Title:	Parish Secretary and Admin Support
Reporting to:	The Parish Priest
Salary:	£13 per hour
Based:	Sacred Heart, Whaley Bridge, HIGH PEAK SK23 7AG
Hours of work:	Flexible working week of 5 hours initially

Purpose

We are seeking to appoint a Parish Secretary to provide administrative, secretarial, and general support to ensure the smooth running of the parish to enable the clergy to carry out their responsibilities.

The successful candidate will be required to uphold the ethos of the Catholic Church and to always conduct themselves in a manner commensurate with the role. The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and adults at risk, as well as developing and fostering a positive workplace environment committed to the continuous improvement, effectiveness and sustained performance of all volunteers and members of staff, and safe environment for all. The successful candidate would be expected to commit to following Diocesan policies on Safeguarding (as adopted from national policies) as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook.

Specific Tasks

- Manage and respond to telephone and email enquiries.
- Manage and process the post.
- Maintain Parish records on both computer and paper files.
- Maintain a Parish database and the Sacramental Registers.
- Manage the ordering and processing of consumable supplies, candles, altar breads, wine etc & stationery/office supplies & equipment, and any other items at the request of the Parish Priest.
- Maintain Parish finance records, statistics, and Annual Return + Gift Aid management and records via OPAS [Online Parish Accounting System], processing invoices and cheques for payment.
- Manage and Maintain the Book of Remembrance.
- Banking of weekly collections.
- Monthly meter reads and upload to IFM Limited.
- Management of Health & Safety requirements & audits.
- Management of church maintenance and repairs etc.
- Provide administrative support to
 - The Parish Priest
 - Parish Deacon when necessary
- Any other reasonable requests to assist the Parish Priest in his Parish and Diocesan responsibilities.

Other tasks

- Work flexibly to respond to the needs of the parish.
- Work effectively, both independently and collaboratively.
- Manage life/work balance in self.
- Maintain high levels of information confidentiality and security.

The list of specific, general, and other tasks is not exhaustive, and the successful candidate would be expected to carry out such other tasks as are necessary to fulfil the role.

Person Specification

- Excellent writing skills with the ability to produce concise and clear documents and correspondence.
- High standard of computer literacy (Excel, Word, Power Point, Outlook, and internet).
- Meticulous attention to detail.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Excellent communication skills, able to communicate effectively with a variety of people.
- Highly motivated with the ability to demonstrate initiative and work well under pressure.
- Ability to plan and work within agreed timeframes, excellent time management, organisational skills.
- Suitable, relevant experience in similar roles.
- Strong work ethic and flexibility in approach to working of hours.
- Develop and foster a strong working relationship with all members of the Parish staff and clergy, laity, and volunteers.

Completed applications should be sent to michael.gannon7@ntlworld.com

Closing date 3 November 2023

Disclosure and Barring Checks

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of two satisfactory references and a satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check). Please note that a conviction will not necessarily be a bar to obtaining employment. The Diocese adheres to recruitment commitments under the Rehabilitation of Offenders Act 1974 enabling applicant’s voluntary disclosure of convictions, cautions, warning or bind-overs relevant to the job role applied for.