



DIOCESE OF **Hexham & Newcastle**

Parish Secretary

**Our Lady Star of the Sea,
Backworth, Monkseaton & Whitley
Bay and Our Lady's & St Oswin's,
Tynemouth & St Mary's
Cullercoats Parishes**



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together within five Deanery areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257.

There are 156 schools serving 54,000 pupils and their families. 151 schools are now within the four Catholic Education Trusts.

The Bishop of the Diocese of Hexham and Newcastle is the Right Reverend Stephen Wright.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



PARISH SECRETARY

Job Description

To support Our Lady Star of the Sea, Backworth, Monkseaton & Whitley Bay and Our Lady's & St Oswin's Tynemouth & St Mary's Cullercoats Parishes and Clergy with general administration.

Duties and Responsibilities

- Respond to enquiries by telephone, e-mail or written correspondence
- Welcome and support visitors to the parish office
- Support the two Parish Finance Committees to maintain effective systems:
 - Pay invoices and other expenditure and file all related documents
 - Maintain book-keeping records on a weekly basis
 - Update the Online Parish Accounting System (OPAS) in both parishes
 - Liaise with suppliers, contractors and the rental company for parish properties on behalf of the committee in both parishes
 - Support and liaise with the Parish Gift Aid Organiser in both parishes
 - Provide regular finance reports for the committee in both parishes
- Full management of the bookings for the hire and use of the Parish Centre in both parishes
- Day to day line management responsibilities for the caretaker and cleaner, directing their work as required in both parishes
- Prepare, copy and distribute the parish bulletin in both parishes
- Provide general administration including typing, production of publicity materials, newsletters and Mass booklets as required in both parishes
- Maintain comprehensive filing systems to a high standard, including archiving and secure disposal of documents in line with Data Protection legislation and the Diocesan Retention of Records Policy in both parishes



- Record the minutes of Parish Council and Finance meetings as required in both parishes
- Respond to enquiries for certificates of baptism etc, in both parishes
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals in both parishes. Liaise with partnership parishes for baptisms.
- Support with the management of parish properties by monitoring all issues and logging safety checks etc.in both parishes
- Support the Parish Health and Safety Rep by maintaining a schedule of Health and Safety inspections in both parishes
- Update the parish website and social media
- Order and distribute parish resources
- Undertake other reasonable duties by request of the parish priest

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.



Personal Specification

Essential Criteria

You must have:

- Experience in general office management and administrative procedures
- Excellent and up-to-date IT skills
- A good level of general education, including GCSE A*-C/L5+ in English and Maths or equivalent
- A good grasp of English grammar, accuracy and a high level of attention to detail
Excellent customer service skills with experience of dealing with sensitive situations
A good sense of responsibility and be self-motivated, with the ability to work independently with minimum supervision
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- Good organisational and excellent planning skills
- Experience of co-ordinating diaries and people in a work environment
- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- The ability to work with volunteers in a supportive and encouraging manner

It will be good, but not essential, if you also have:

- A willingness and availability to work flexible hours when required



APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: **12.00 noon on Tuesday 11 March 2025**

PAY AND CONDITIONS

What we will offer you

- Salary: £14,054 per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time, 21 hours per week. Working pattern to be agreed at interview.
- Permanent contract subject to 6 months probationary period

Location

Parish Office, Immaculate Heart Church, 1 Church Close, West Monkseaton, Whitley Bay NE25 9PG and all other locations within the two Parishes as from time to time required.

Benefits

- Holidays: 28 days holiday per year plus statutory holidays (151 hours pro rata per annum, including statutory holidays)
- Health and wellbeing support
- Cycle to Work Scheme



OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. 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 policies and procedures.

Data Protection

We won't hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Silver Award

