



DIOCESE OF **Hexham & Newcastle**

Parish Secretary

**Parish of St Bede & Ss Peter and Paul
South Shields**



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 3,195 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 the Parish of St Bede & Ss Peter and Paul, South Shields, and the Parish Priest 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 Parish Finance Committee 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)
 - Liaise with suppliers, contractors and rental companies for parish properties on behalf of the Committee
- Support and liaise with the Parish Gift Aid Organiser
- Provide regular finance reports for the Committee
- Full management of the bookings for the hire and use of the Parish Centre
- Prepare, copy and distribute the parish bulletin
- Provide general administration including typing, production of publicity materials, newsletters and Mass booklets as required
- 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
- Record the minutes of Parish Council and Finance Committee meetings as required
- Respond to enquiries for certificates of baptism etc.
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals
- Support with the management of parish properties by monitoring all issues and logging safety checks etc.
- Support the Parish Health and Safety Rep by maintaining a schedule of Health and Safety inspections
- 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 and 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

Pay and Conditions

What we will offer you

- Salary: £8,430.24 per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time, 12 hours per week; Monday, Wednesday and Friday 9.00 am – 1.00 pm.
- Permanent contract subject to 6 months probationary period

Location

St Bede's Parish Office, 10 Westoe Road, South Shields, NE33 4LZ

Benefits

- Holidays: 28 days holiday per year plus statutory holidays (86.5 hours pro rata per annum, including statutory holidays)
- Health and wellbeing support
- Cycle to Work Scheme



Application Process

To apply, please send:

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

This appointment will be subject to:

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

Deadline for applications: **21 April 2025**

Other Information

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 will not 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

