



DIOCESE OF **Hexham & Newcastle**



Application Pack

**Parish Secretary**

Location: St Mary's, Hexham, NE46 2EB



The role of Parish Secretary is based here at St Mary's, Hexham and serves the parishes in some of the most beautiful rural parts of Northumberland. The post would suit someone willing to work closely as a team member with clergy and parishioners in coordinating many pastoral, spiritual and financial activities. Post-covid times are a challenge, and the ability of the secretary to strengthen good links of communication would be welcomed.

### **Job Description**

To provide general administration support to the parishes of:

- St John of Beverley, Haydon Bridge
- St Mary, Hexham
- St Mary, Swinburne
- St Oswald, Bellingham
- St Peter, Otterburn
- St Wilfrid, Haltwhistle

### **What will your duties and responsibilities be?**

- Record, respond to and take enquiries by telephone, e-mail or written correspondence
- Production of documents and reports and the maintenance of the filing system
- Deal with callers to the parish office
- Manage parish diary to support the clergy
- Liaise with the local schools as required
- Support the Parish Finance and Management Committees to maintain effective systems
- Assist with the weekly newsletter
- Co-ordinate the hire and use of the hall by parish groups, parishioners and external users
- Deal with general administration and preparation of Mass intentions and schedule
- Respond to enquiries for certificates of baptism etc.
- Take and record details pertaining to baptisms, marriages and funerals
- Compile and maintain a directory of parish groups and co-ordinate and circulate rotas
- Maintain a list of key holders and distribute keys as necessary
- Arrange clergy cover for Masses as required
- Photocopying and collation of documents and reports
- Production of publicity materials
- Maintain parish records and databases e.g. parish census
- Manage the supply and return of newspapers and magazines
- Liaise with contractors for building works
- Update parish website
- Order and distribute resources as requested
- Provide administration support to the Partnership Development Group (PDG)
- Provide administration support for fund raising events in aid of St Mary's Church Restoration Fund

### **What skills and experience do you need to apply?**

You must have:

- A good level of general education, including GCSE A\*-C in English and Maths or equivalent
- Experience in general office management and administrative procedures
- Excellent and up-to-date IT skills, including Microsoft Outlook, Word, Excel and Publisher
- Experience of updating websites and social media channels
- 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 professional approach with excellent interpersonal skills with the ability to develop good working relationships

- Good organisational skills and excellent planning skills
- Experience of co-ordinating diaries and people in a work environment
- Ability to work with complete confidentiality and integrity, adhering to all internal procedures
- A sense of humour
- To be self-motivated with a good sense of responsibility with the ability to work independently with minimum supervision
- Conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

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

- A willingness and availability to work flexible hours when required

**What will we offer you?**

- Salary: £11,148 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 20 hours per week, Tuesday – Friday, 10am until 3pm
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year plus bank holidays (pro rata)
- Cycle to Work Scheme
- Employee health and well-being support

**How can you apply?**

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](mailto:human.resources@diocesehn.org.uk)

**Critical dates:**

Deadline for applications: Wednesday 18 May 2022

This appointment will be subject to:

- Two satisfactory professional references

**Diocesan Values:**

- **Integrity** – Being honest, open and consistent in all that we do
- **Respect** – Respecting every human being, respecting diversity and everyone's different gifts and opinions and respecting our world
- **Trust** – Trusting in God, trusting in each other and trusting in ourselves
- **Service** – Having an attitude of service and using our talents to serve God and our neighbour
- **Compassion** – Seeing God's face in everyone – particularly the poor and the vulnerable

*We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)*

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977