



Application Pack

Parish Secretary

for the Parishes of

St Joseph, Stanley, St Patrick, Dipton and

The Sacred Heart, Byermoor

October 2022

Job Description

To provide proactive general administration support to the family of parishes of St Joseph, Stanley, St Patrick, Dipton and The Sacred Heart, Byermoor.

What will your duties and responsibilities be?

- Record, respond to and take enquiries by telephone, e-mail or written correspondence
- Deal with callers to the parish office
- Production of documents and reports, photocopying and the maintenance of the filing system in accordance with data protection legislation
- Deal with general administration and preparation of Mass intentions and schedule
- Respond to enquiries for certificates of baptism etc
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals
- Keep parish registers and databases up to date eg parish census
- Compile and maintain a directory of parish groups and co-ordinators
- Maintain a list of key holders and distribute keys as necessary
- Maintain the Parish Priest's electronic diary
- Support the Parish Finance and Management Committee to maintain effective systems:
 - Pay invoices and other expenditure by cheque and file all related documents
 - Update the Online Parish Accounting System (OPAS)
 - Prepare reports for Committee meetings as required
 - Support Parish Welfare Officer by maintaining a schedule of Health and Safety inspections
 - Assist with completing the Diocesan Financial Return
- Prepare weekly Newsletter
- Liaise with the primary schools as required
- Order and distribute resources as requested
- Minute Meetings as required

What skills and experience do you need to apply?

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 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
- A sense of humour
- Willingness to travel between parishes as required

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

- A willingness and availability to work flexible hours when required
- Access to a car for travelling between parishes
- Knowledge of Data Protection legislation

What we will offer you

- Salary: £13,378 per annum (FTE £20,904) and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time, 24 hours per week, 9am – 3pm Tuesday - Friday
- Contract: Permanent, subject to a successful probationary period of six months
- Holidays: 28 days holiday per year plus statutory holidays (pro rata)
- Cycle to Work Scheme
- 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 would 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

Critical dates:

Deadline for applications: 11 November 2022

This appointment will be subject to:

- Two satisfactory professional references
- Completion of mandatory safeguarding training

All employees must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character

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

Diocese of Hexham and Newcastle

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