



Application Pack

**Parish Secretary**

for the Parish of

**St Charles, Gosforth**

November 2022

- We are 141 separate Parish communities, grouped together into 18 Partnerships, within 5 geographical Episcopal areas
- With an area of 8722 km<sup>2</sup> our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 214,257
- We have 128 Primary, 2 Infant, 2 Junior, 3 First, 1 Middle, and 20 Secondary Schools, with 54,190 pupils
- All 156 schools will be within 4 Catholic Education Trusts by Autumn 2022

## **Job Description**

To provide proactive general administration support to the parish of St Charles, Gosforth

### **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
- Support the Parish Finance 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
  - Assist with completing the Diocesan Financial Return
  - Maintain the Gift Aid Scheme for the Parish and fulfil all record keeping and returns to the Diocesan
- Arranging bookings for church hall, SLAs and invoices
- Support with the preparation of the weekly newsletter
- Liaise with the primary schools as required
- Order and distribute resources as requested
- Minute Meetings as required
- Undertake other reasonable duties by request of the Parish Priest

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

You must have:

- Experience in general office management and administrative procedures, including bookkeeping
- 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

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

- A willingness and availability to work flexible hours when required

### **What we will offer you**

- Salary: £6,689.28 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, 12 hours per week, Mon, Wed, Fri mornings
- 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](mailto:human.resources@diocesehn.org.uk)

### **Critical dates:**

Deadline for applications: 30 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

### **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.

**Diocesan Values:**

Integrity | Respect | Trust | Service | Compassion

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)

Diocese of Hexham and Newcastle

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