



Application Pack

Parish Secretary

St Cuthbert, Chester le Street and St Bede, Sacriston

December 2022

Who are we?

- We are 152 separate Parish Communities, grouped together into 19 Partnerships, within 5 Episcopal Areas
- With an area of 3195 square miles, 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
- 151 schools are within four Catholic Education Trusts

Job Description

To assist the Parish Priest with parish administration.

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 including typing, production of publicity materials, fliers and newsletters
- 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 and file all related documents
 - Maintain book-keeping records on a weekly basis
 - Support with the updating of the Online Parish Accounting System (OPAS)
- Arranging bookings for church hall, SLAs and invoices
- Update the parish website
- Prepare the Mass schedule and newsletter for publication and printing each week
- Order and distribute resources as requested
- Undertake other reasonable duties by request of the Parish Priest

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
- 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

Candidates should be 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: £8,919 per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 16 hours per week, Tues – Wed, 9.30am – 2.45pm, Thurs 9.15am – 2.45pm (hours may be negotiable - -to be discussed at interview)
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (115 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- Employee health and well-being support
- Location: St Cuthbert's, Ropery Lane, Chester le Street, Co. Durham, DH3 3PH

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
- Please include 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: 19 December 2022

This appointment will be subject to:

- Two satisfactory references
- The successful completion of a probationary period of six months

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