



DIOCESE OF **Hexham & Newcastle**



Application Pack

Parish Secretary

St Patrick's, Langley Moor

March 2023



Job Description

To provide general administration support to the parish of St Patrick, Langley Moor.

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 (or create) with the weekly newsletter
- Deal with general administration
- 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
- Assist the Parish Safeguarding Representative with the administration of Data and Barring Service (DBS) check processing
- Maintain a list of key holders and distribute keys as necessary
- Photocopying and collation of documents and reports
- Production of publicity materials
- Maintain parish records and databases e.g. parish census
- Assist with managing the supply and return of the Northern Cross
- Liaise with contractors for building works
- Update parish website (when established)
- Order and distribute resources as requested

What skills and experience do you need to apply?

You must have:

- A good level of general education
- Experience in general office 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: £2,787.20 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 5 hours per week, to be worked over 2 agreed days
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (36 hours pro rata including statutory holidays)
- 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

Critical date

Deadline for applications: 12 April 2023

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

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