



DIOCESE OF **Hexham & Newcastle**

# **Administrator**

## **St Augustine, Darlington**



# **Candidate Pack**

# ABOUT THE DIOCESE

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The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

## Diocesan Values

Integrity | Respect | Trust | Service | Compassion

# JOB DESCRIPTION

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To provide proactive general administration support to the parish of St Augustine, Darlington.

## Duties and Responsibilities

- Respond to enquiries by telephone, e-mail or written correspondence
- Welcome and support visitors to the presbytery
- 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
  - Update the Online Parish Accounting System (OPAS)
  - Liaise with suppliers, contractors and the rental company for parish properties on behalf of the committee
  - Support and liaise with the Parish Gift Aid Organiser
  - Provide regular finance reports for the Committee
- Full management of the bookings for the hire and use of the Parish Centre
- Day to day line management responsibilities for the caretaker and cleaner, directing their work as required



## Duties and Responsibilities continued

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- Prepare, copy and distribute the parish bulletin
- Provide general administration including typing, production of publicity materials, newsletters and Mass booklets as required
- Maintain comprehensive filing systems to a high standard, including archiving and secure disposal of documents in line with Data Protection legislation and the Diocesan Retention of Records Policy
- Record the minutes of Parish Council and Finance meetings as required
- Respond to enquiries for certificates of baptism etc
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals. Liaise with partnership parishes for baptisms.
- Support with the management of parish properties by monitoring all issues and logging safety checks etc.
- Support the Parish Health and Safety Rep by maintaining a schedule of Health and Safety inspections
- Update the parish website and social media
- Order and distribute parish resources
- Undertake other reasonable duties by request of the Parish Priest.

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.



## PERSONAL SPECIFICATION

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### You must have:

- A good level of general education, including GCSE A\*-C, L5+ in English and Maths or equivalent
- A good grasp of English grammar, accuracy and a high level of attention to detail
- Strong experience in general office management and administrative procedures
- Excellent and up-to-date IT skills
- Line management experience
- Experience of updating websites
- 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

## PAY AND CONDITIONS

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### What will we offer you?

- Salary: £17,467 and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 26 hours per week, to be worked Mon, Tue, Thu and Fri each week
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (187 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- On-site parking
- Location: St Augustine, 30 Coniscliffe Road, Darlington, DL3 7RG



# APPLICATION PROCESS

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## To apply, please send:

- A CV and 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](mailto:human.resources@diocesehn.org.uk)

**Deadline for applications: 18 June 2023**

## OTHER INFORMATION

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This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

### **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.

### **Data Protection**

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)

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