



DIOCESE OF **Hexham & Newcastle**

Parish Secretary

St John XXIII, Washington



Applicant Pack

INTRODUCTION

The Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south.

In 2025 five Deanery Areas were established consisting of 129 separate Parish communities, grouped together into 18 Partnerships. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Our Values

Our Values are very important to us, guiding our work and our actions, whilst our Culture Canvas provides us with a framework to which we are all committed enabling delivery on our Vision and our Values.

Integrity | Compassion | Respect | Trust | Service

Our Vision We commit to

Walk with Jesus and Enable Others to Encounter Him.

Grow as One Diocesan Family

Forming and Developing People for Mission.

Living Justly and Caring for Our Common Home



PARISH SECRETARY

Job Description

Job Purpose

To support the Parish of St John XXIII, Washington, and the Parish Priest with general administration.

Duties and Responsibilities

- Respond to enquiries by telephone, e-mail or written correspondence
- Welcome and support visitors to the parish office
- 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 rental companies 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
- 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 Committee meetings as required
- Respond to enquiries for certificates of baptism etc.
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals
- 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

Essential Criteria

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/L5+ 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
- The ability to work with volunteers in a supportive and encouraging manner

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

- A willingness and availability to work flexible hours when required

APPLICATION PROCESS

To apply, please:

- Complete the application form and a supporting statement and send these to bernadette.aquino@diocesehn.org.uk. You must complete every section of the Application Form. Incomplete Application Forms will be disregarded.
- Information on supporting statement can be found on the application form.
- Provide details of two people on application form who we may approach for professional references, one of which must be your current or most recent employer. A second can be a character reference providing this is a person of good character or profession such as a Priest or other clergy, GP, Lecturer, Solicitor, Magistrate, Governor or Trustee.
- The closing date for applications is **12:00 pm, Tuesday 03 February 2026**, applications received after this time cannot be accepted. In addition, we reserve the right to close this vacancy early and should we do this the advert will be removed from all job boards.

PAY AND CONDITIONS

What we will offer you

- Salary: £10,537.80 pro rata per annum and option to opt in a workplace pension scheme where we match up to a maximum of 7.5% of your salary.



- Hours: Part-time, 15 hours per week.
- Working pattern: Tuesday, Wednesday, Thursday (5 hours per day. Start & finish time to be negotiated during interview).
- 18 months Fixed-Term Contract and subject to 6 months probationary period

Location: Our Blessed Lady Immaculate, Village Lane, Washington, Tyne & Wear, NE38 7HS

Benefits

- Holidays: 28 days holiday per year plus statutory holidays (pro-rata for part time)
- Health and wellbeing support
- Cycle to Work Scheme

OTHER INFORMATION

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 the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



**Better Health
at Work Award**
Gold Award

