

<b>ROLE PROFILE: PARISH SECRETARY /ADMINISTRATOR</b>	
<b>ST FRANCIS XAVIER'S PARISH</b>	
<b>Reporting to:</b>	<b>PARISH PRIEST</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>❖ The Parish Secretary will provide confidential, efficient and effective secretarial support to the Parish Priest, clergy and assistance to visitors and parishioners who visit or make contact with the Parish office.</li> <li>❖ To effectively and efficiently manage and maintain the Parish Office.</li> </ul>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"> <li>- Feedback from the Parish Priest and users of the Parish Office;</li> <li>- Professionalism and helpfulness of telephone manner and efficiency of call management.</li> <li>- Compliance with and adherence to relevant legislation and regulatory requirements within the Diocese.</li> <li>- Quality and accuracy of documentation and data completed, and efficiency of processing same to meet deadlines.</li> <li>- Maintaining a professional approach to work at all times.</li> <li>- Projecting a professional and reputable image for the Parish and acting as an ambassador at all times.</li> </ul>	
<b>Detailed Responsibilities of this Role:</b>	
In fulfilling this role, the job holder undertakes the following activities: Please note that the following is a comprehensive summary of responsibilities, some will be carried out regularly and others intermittently.	
<b>Administrative Duties:</b>	
Welcome, hospitality, typing, open post and separate mail:	
<b>1. Welcome</b>	<ul style="list-style-type: none"> <li>- While maintaining confidentiality on matters relating to the parish at all times, meet and greet all callers to the office/Church and action requests/provide needed assistance or refer to appropriate person. When appropriate/requested, offer hospitality to visitors to the parish.</li> </ul>
<b>2. Answer telephone</b>	<ul style="list-style-type: none"> <li>- Deal with all telephone calls, taking details of name, contact details type of query and communication of same to Parish Priest, or appropriate personnel.</li> <li>- Action answer machine messages.</li> </ul>
<b>3. Dealing with mail:</b>	<ul style="list-style-type: none"> <li>- Deal with incoming Email communications and respond as required.</li> <li>- Post – Sorting/distributing incoming mail and posting all outgoing mail.</li> </ul>
<b>Specific Administrative Duties:</b>	
Updating Parish Registers, overseeing Database Entry and updating where necessary:	

<p><b>4. Typing, booklet production, printing Parish publications, social media accounts:</b></p>	<ul style="list-style-type: none"> <li>- Maintain a highly effective and user-friendly up to date GDPR compliant filing system to include archiving.</li> <li>- Collate information for the weekly parish bulletin; Prepare and print the weekly bulletin, newsletters, and other booklets, brochures, forms and flyers that are periodically requested.</li> <li>- Update bulletin announcements on parish Facebook and Twitter page</li> <li>- Create PowerPoints for meetings, Liturgies, etc. as appropriate;</li> <li>- Manage the parish social media accounts and ensure the Website account is relevant and up-to-date.</li> </ul>
<p><b>5. Supporting the Sacramental Life of the Parish and updating Registers:</b></p>	<ul style="list-style-type: none"> <li>- Register and Process details of new parishioners and update database.</li> <li>- <u>Baptisms</u>: Assist the Parish Deacon with co-ordinating Baptism preparation meetings.</li> <li>- <u>Weddings</u>: Process Wedding Booking Request forms, co-ordinate bookings and oversee Church/Civil paperwork completion and filing.</li> <li>- <u>Funerals</u>: Liaise with Funeral directors, parish clergy and church volunteers to arrange funerals.</li> <li>- Update registers, and issue certificates when requested for: <ul style="list-style-type: none"> <li>➤ Baptism</li> <li>➤ Confirmation</li> <li>➤ Marriage</li> </ul> </li> <li>- Forward information to Diocese/relevant parishes as required.</li> </ul>
<p><b>6. Database:</b></p>	<ul style="list-style-type: none"> <li>- Collate/update date and information onto parish computer systems.</li> <li>- Record weekly collection envelopes (OPAS);</li> <li>- Annually assist the Gift aid co-ordinator to order, label and sort collection envelopes for distribution.</li> <li>- Maintain and update database of mailing lists, membership status and groups.</li> </ul>
<p><b>7. Parish Maintenance/works:</b></p>	<ul style="list-style-type: none"> <li>- Deal with queries re maintenance and inform Parish Priest/action as appropriate.</li> </ul>

**FINANCE AND BOOK-KEEPING DUTIES:**

	<ul style="list-style-type: none"> <li>- Process payments of collections to the Archdiocese or National Agency.</li> <li>- Suppliers invoicing.</li> <li>- Payment and preparation for payment in relation to church maintenance.</li> </ul>
<p><b>8. Miscellaneous tasks:</b></p> <p><i>This is a list of duties that may be required from time to time, but not necessarily every week.</i></p>	<ul style="list-style-type: none"> <li>- Provide Admin. Support to the Parish Safeguarding Coordinator.</li> <li>- Maintain staff files to include; and co-ordinate hours worked when required and send details to Diocesan Payroll.</li> <li>- Type minutes of church committee meetings - as submitted and/or requested, and keep a comprehensive file of all minutes.</li> <li>- Send out notices of meetings of parish groups as requested.</li> <li>- Operate the Parish computer system in the daily task of organising and implementing church business. Assist in maintaining the master calendar of all Church activities and of all events taking place in Church facilities.</li> <li>- Photocopy documentation as required; Maintain a diary, schedules and calendar and arrange appointments for the Parish Priest and clergy as needed.</li> <li>- Order supplies for the church, house and hall as requested.</li> <li>- Order and maintain an adequate inventory of office supplies.</li> <li>- Assist with the maintenance of an orderly working environment.</li> <li>- Ensure maintenance of Parish plant/equipment, arranging for testing, servicing and repairs when necessary.</li> <li>- Sign for deliveries.</li> <li>- Submit electricity readings online, if appropriate.</li> </ul>
<p><b>GENERAL:</b></p>	<ul style="list-style-type: none"> <li>- Compliance with and adhering to Diocesan policies and procedures, GDPR and Health &amp; Safety legislation at all times.</li> <li>- Maintaining confidentiality on matters relating to the Parish and the Archdiocese of St Andrews &amp; Edinburgh at all times.</li> </ul>
<p><b>JOB DESCRIPTION REVISION:</b></p> <p>This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the Parish Office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish Office.</p>	

## PARISH SECRETARY / ADMINISTRATOR

### PERSON SPECIFICATION

	<b>ESSENTIAL CRITERIA:</b>	<b>DESIRABLE CRITERIA:</b>
<b>ACADEMIC/ VOCATIONAL QUALIFICATIONS/ KNOWLEDGE &amp; EXPERIENCE:</b>	<ol style="list-style-type: none"> <li>1. At least two years' experience in a similar Secretarial/Administrative type role.</li> <li>2. IT literate in respect of Microsoft Office Software packages (Word, Excel, Powerpoint, Publisher, Outlook and One drive).</li> <li>3. Excellent planning and organising skills.</li> <li>4. Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times.</li> <li>5. A general understanding of the social and moral teachings of the Catholic Church.</li> <li>6. A clear commitment to the work and mission of the Archdiocese of St Andrews &amp; Edinburgh.</li> </ol>	<p>Knowledge of the maintenance and updating of websites.</p>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>- An appreciation for the need for sensitivity and confidentiality;</li> <li>- Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone.</li> <li>- Excellent organisational skills, able to prioritise and meet tight deadlines.</li> <li>- Good communication skills.</li> <li>- Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times.</li> <li>- Ability to work methodically and consistently.</li> <li>- Ability to work well as part of a team.</li> </ul>	
<b>LOCATION:</b>	<b>Chapel House, Hope Street, Falkirk, FK1 5AT</b>	
<b>HOURS of WORK:</b>	<b>20 hours per week Monday to Friday from 9.00 am – 1.00 pm</b>	
<b>REMUNERATION:</b>	<b>£12 per hour</b>	
<b>ANNUAL LEAVE:</b>	<b>20 days inclusive of 5 public holidays.</b>	