

## Down and Connor Diocesan Trust



### **Ethos and Values required of all Employees**

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Roman Catholic religion in the Roman Catholic Diocese of Down and Connor, and the advancement of any charitable purpose supported by the Roman Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on inclusiveness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. However, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Church.

This includes:

#### **Respect for the Inherent Dignity of every person:**

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact, and to contribute to a collaborative and supportive atmosphere among those with whom you work.

#### **Respect for Teaching and Practice:**

Our expectation is that everyone who works for the Diocese

- will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church, and act in a manner that is consistent with the values and ethos of the Diocese.
- will adhere to high standards of ethics at all times, and to be personally active in supporting an ethical and courteous culture among all Diocesan staff.



|  |   |
|--|---|
| <b>ROLE PROFILE:</b> <b>PARISH SECRETARY</b><br><b>ST OLIVER PLUNKETT PARISH</b>   |   |
| <b>Reports to:</b>   | <b>PARISH PRIEST</b>  |
| <b>Responsible to:</b>   | <b>PARISH FINANCE COMMITTEE</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, 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>Main Job Purpose:</b>   |   |
| <b>Users:</b>  | To ensure the highest level of user satisfaction is continually attained.   |
| <b>Quality:</b>  | <p>To achieve overall efficiency within the Parish Office, whilst ensuring relevant procedure and regulations are upheld.</p> <p>To ensure every opportunity is taken to continuously improve working methods and standards.</p>  |
| <b>Key Performance Measures:</b>   |   |
| <ul style="list-style-type: none"><li>- Feedback from the Parish Priest, Parish Administrator 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:   |   |
| <b>Administrative Duties:</b><br>Welcome, hospitality, typing, open post and separate mail:  |   |

|   |  |
|---|--|
| <b>1. Welcome</b>   | <ul style="list-style-type: none"> <li>- Meet and greet all callers to the office and action requests/provide needed assistance or refer to appropriate person.</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> </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><u>Specific Administrative Duties:</u></b><br>Updating Parish Registers, overseeing Database Entry and updating where necessary: |  |
| <b>4. Parish Bulletins:</b>   | <ul style="list-style-type: none"> <li>- Prepare and print the weekly bulletin/monthly newsletter, and other brochures and flyers that are periodically requested by staff and/or committees;</li> <li>- Type and print Wedding and Funeral booklets as required.</li> </ul>   |
| <b>5. Parish Registers:</b>   | <ul style="list-style-type: none"> <li>- Update registers, both hard and soft copies, 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 relevant parishes as required.</li> </ul>                              |
| <b>6. Database:</b>   | <ul style="list-style-type: none"> <li>- Collate/update date and information onto parish computer systems;</li> <li>- Record weekly collection envelopes (Lifetime);</li> <li>- Annually order, label and sort collection envelopes for distribution;</li> <li>- Maintain and update database of mailing lists, membership status and committees.</li> </ul>   |
| <b>7. Parish Maintenance/works:</b>   | <ul style="list-style-type: none"> <li>- Deal with queries re maintenance and inform Parish Priest.</li> </ul>   |
| <b>8. Website</b>   | <ul style="list-style-type: none"> <li>- Maintain and update the Parish website</li> </ul>   |
| <b>9. Rotas</b>   | <ul style="list-style-type: none"> <li>- Draw up rotas for readers, eucharistic ministers, etc.</li> </ul>   |
| <b>10. Parish Hall</b>  | <ul style="list-style-type: none"> <li>- Deal with all queries about the Parish Hall including bookings and maintenance</li> </ul>   |
| <b><u>FINANCE AND BOOK KEEPING DUTIES:</u></b><br>Proficiently use Parish Accounting Package to include:                            |  |
|   | <ul style="list-style-type: none"> <li>- Invoices re Diocesan payments re collections, Diocesan &amp; Non-Diocesan;</li> <li>- Suppliers invoicing;</li> <li>- Reconciliation of accounts in preparation for the Parish Priest and Finance Committee;</li> <li>- Undertake banking and handle petty cash and other financial procedures accurately;</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>- Preparation and printing of 'End of Year' parish accounts to send to Diocesan Finance Department;</li> <li>- Payments and preparation for payment in relation to church maintenance;</li> <li>- Updating of Diocesan Finance Forms when necessary;</li> <li>- Contact with bank and transfers of Solidarity Funds from Diocesan Office;</li> <li>- Prepare Gift Aid Declaration for HMRC.</li> <li>- Organise payments on behalf of the Parish School and liaise with Department of Education, Education Authority and suppliers as necessary.</li> </ul>  |
| <b>11. Miscellaneous tasks:</b>   | <ul style="list-style-type: none"> <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 all committees as requested;</li> <li>- Operate the Parish computer system in the daily task of organising and implementing church business; When required assist in drafting and typing letters, reports, records etc.;</li> <li>- Provide clerical support to Parish Priest and church committees when required;</li> <li>- Maintain a 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 as needed;</li> <li>- Order and maintain an adequate inventory of office supplies;</li> <li>- Maintain office equipment arranging for repairs when necessary;</li> <li>- Sign for deliveries;</li> <li>- Submit gas and electricity readings online.</li> <li>- Represent the Parish at Community meetings and events</li> <li>- Co-ordinate volunteers</li> <li>- Maintain an up to date list of Volunteers</li> </ul> |
| <b>GENERAL:</b>   | <ul style="list-style-type: none"> <li>- Compliance with and adhering to diocesan policies and procedures and Health &amp; Safety legislation at all times;</li> <li>- Maintaining confidentiality on matters relating to the Parish and the Diocese of Down and Connor at all times.</li> </ul>  |
| <b>JOB DESCRIPTION REVISION:</b><br><br><p><b>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.</b></p> |   |

**PARISH SECRETARY  
ST OLIVER PLUNKETT PARISH**

**PERSON SPECIFICATION**

|   | <b>ESSENTIAL CRITERIA:</b>  |
|---|---|
| <b>ACADEMIC/<br/>VOCATIONAL<br/>QUALIFICATIONS/<br/>KNOWLEDGE &amp;<br/>EXPERIENCE:</b> | <ul style="list-style-type: none"> <li>- At least two years' previous experience in a similar Secretarial/</li> <li>- Administrative type role;</li> <li>- Experience in the use of office accounting packages and procedures;</li> <li>- IT literate in respect of Microsoft Office Software packages (Word, Excel, and Outlook);</li> <li>- Excellent planning and organising skills;</li> <li>- Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times;</li> <li>- A general understanding of the social and moral teachings of the Catholic Church;</li> <li>- A clear commitment to the work and mission of the Diocese of Down and Connor.</li> </ul> |
| <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>St. Oliver Plunkett Parish Office</b>  |
| <b>HOURS of WORK:</b>   | <b>25 HOURS PER WEEK – WORK PATTERN TO BE AGREED</b>  |
| <b>REMUNERATION:</b>  | <b>£10.50 gross per hour</b>  |
| <b>ANNUAL LEAVE</b>   | <b>32 days per annum which is inclusive of 12 customary holidays<br/><u>[Pro-rata for part-time employees]</u></b>  |