

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.



**PORTAFERRY PARISH
PAROCHIAL HOUSE, 60 WINDMILL HILL,
PORTAFERRY, CO DOWN BT22 1RH**

ROLE PROFILE:	HOUSEKEEPER
Reporting and Accountable to:	THE PARISH PRIEST
Responsible for:	❖ Providing an efficient and comprehensive housekeeping service to the Parish Priest, whilst ensuring a pleasant, safe, welcoming and clean Presbytery is provided to other presbytery workers, volunteers and parish visitors.
Key Performance Measures:	
<ul style="list-style-type: none">- Feedback from the Parish Priest, the Parish Team and 3rd Party Providers;- Professionalism and helpfulness in dealing with others, both internally and externally;- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;- Maintaining a professional approach to work at all times;- Projecting a professional and reputable image for the Parish at all times.	
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none">- Planning and preparation of meals, snacks and beverages at the request of the Parish Priest. Leaving food prepared for the weekend as required;- Cleaning presbytery areas, including PP's living area, dining room, kitchen, bedroom, bathroom, utility room and all facilities to include windows and fixtures and fittings plus other domestic duties including washing dishes, laundry and ironing for the PP, hoovering, dusting and polishing the Parish Priest's furniture and general living area;- Ensure that clean linen and towels are available for the Parish Priest at all times,- Ensure cleaning products and equipment, food items and cooking equipment are stored away safely and securely when not in use;- Attending to callers at the door, taking messages and communicating to the appropriate person;- Ensure that all users and visitors to the Presbytery are treated with care and consideration;- Report any accidents or incidents to the Parish Priest in a timely manner;- Adhere to Health & Safety Policy when undertaking tasks and whilst on the premises;	

- Ensure that appropriate and respectful attire is worn at all times when undertaking the required duties in particular protective gloves when necessary;
- Take every opportunity to promote a favourable image of the Parish to all users of the Presbytery.

GENERAL:

- At all times act in a professional and appropriate manner and actively promote the ethos of the Diocese of Down and Connor;
- Adhere to the policies and procedures of the Parish of Portaferry, the Diocese of Down and Connor, and all relevant statutory bodies, regulations and requirements;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor and the Parish at all times.

JOB DESCRIPTION REVISION:

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 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 Presbytery.

HOUSEKEEPER – PORTAFERRY PARISH

PERSON SPECIFICATION

	ESSENTIAL CRITERIA:
EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:	<ul style="list-style-type: none"> - Experience in House Management; - Ability to be flexible enough by nature to enable adjustment to unforeseen eventualities of presbytery life; - Ability to work alongside other parish staff and volunteers when required; - Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times; - A general understanding of the social and moral teachings of the Catholic Church; - A clear commitment to the work and commitment of the Diocese of Down and Connor and the Parish; - Flexible in approach to duties undertaken within the role.
LOCATION:	PAROCHIAL HOUSE, 60 WINDMILL HILL, PORTAFERRY, CO DOWN BT22 1RH
HOURS of WORK:	4 HOURS X 4 DAYS PER WEEK [16 hours total] – Tuesday to Friday 10.00am – 2.00pm daily
REMUNERATION:	£8.50 gross per hour
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays <u>[Pro-rata for part-time employees]</u>