



ST THOMAS OF CANTERBURY
Woodford Green

Part Time Parish Office Administrator Needed

We are seeking to recruit a part time Parish Administrator to provide support to the Parish by implementing and maintaining office systems, processes and procedures . The successful candidate will have an understanding and empathy for the mission and ethos of the Catholic Church.

The Job description and person specification can be found below.

If interested please send your CV and one side of A4 covering letter setting out how you meet the person specification to suzanne@stthomaswoodford.org

Closing date is Monday, 27th April

St Thomas of Canterbury RC Church, Woodford Green

JOB DESCRIPTION

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|------------------------|---|
| JOB TITLE: | Parish Administrator |
| RESPONSIBLE TO: | Parish Site & Office Manager |
| ACCOUNTABLE TO: | Parish Priest |

WORKING HOURS:

25 hours per week – 9:00am-14:00pm Monday to Friday
Salary per hour £15.00

IMPORTANT WORKING RELATIONSHIPS:

- Parish Office team
- Parishioners
- Other Parish Clergy and members of the resident Franciscan community
- Parish Pastoral Council
- Parish Finance Committee and other Parish Subcommittees
- Parish Safeguarding Coordinator
- Parish Groups
- Co-ordinators of Sacramental Programmes
- Diocesan Staff at Cathedral House and staff in other Parishes
- Funeral directors, organists
- Staff in other Parishes

MAIN RESPONSIBILITIES:

General administrative assistance, including the following:

- Effectively deal with telephone and reception counter queries
- Production of weekly newsletter and anniversary lists
- Checking of emails and voicemails regularly; taking action and conveying messages as appropriate
- Produce Parish rotas as required
- Register new parishioners onto data base and send welcome information about our Church including standing order and gift aid, signing them up for the newsletter and other communication media
- Gift Aid:
 - recording of payments from standing orders, envelopes, loose plate and one off donations
 - Record Second collection payments and agrees amount to be allocated
 - Agreeing amounts for applying to HMRC

- Agreeing amounts for recording in Parish finance records
- ensure gift aid certificates are up to date
- Produce any Parish posters/leaflets announcing forthcoming events
- Maintain the Church Diary
- Becket Centre
 - Manage bookings
 - ensuring payments are made in accordance with conditions of hire, keys are allocated and returned correctly
 - Checks facilities to ensure that maintenance matters are dealt with as required
 - deposits returned if standards of hire are met
 - Raise any issues of outstanding payments for timely action
 - Refer matters to the Becket Centre Committee for policy decisions
- Allocation of keys and maintenance of register as required

Record Management – in accordance with Data protection regulations to

- Ensure that the Parish data base is up to date and produce information as required
- Provide statistical and other information as required
- Ensure the Parishes registers are up to date and kept to a high standard

To assist with Sacramental programmes and other relevant activities

- First Communion Programme
- Confirmation Programme
- Manage requests for certificates of practice
- Baptisms
- Weddings
- Funeral arrangements, liaison as appropriate

As part of a small team you may be called upon to assist with the following:

- Organise weekly count
- Organise weekly collections
- Count and bank any other church money
- Liaison with Contractors attending the site for repairs, maintenance etc.
- Volunteers rotas

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the OFM CIO & Parish.
3. The post holder will have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking and vaping is not permitted anywhere on the Church premises or grounds
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

PERSON SPECIFICATION – Parish Administrator

| SELECTION CRITERIA | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION AND QUALIFICATIONS | | |
| Good level of general education (English and Maths to GCSE level or equivalent) | ✓ | |

| SKILLS AND KNOWLEDGE | | |
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| Excellent word processing skills and experience of using MS Office programmes and other software packages. | ✓ | |
| Methodical approach to office procedures, processing information and filing | ✓ | |
| Excellent telephone manner. | ✓ | |
| Experience of handling email and using the internet. | ✓ | |
| Track record in developing effective working relationships with colleagues, and with people from different backgrounds | ✓ | |
| Ability to disseminate information quickly and effectively | ✓ | |
| Organisational skills | ✓ | |
| Attention to detail when dealing with finance matters for gift aid records, including good numerical skills and reconciliation | ✓ | |

| ESSENTIAL ATTRIBUTES | | |
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| Excellent social skills and warm and welcoming character | ✓ | |
| To uphold the respect, dignity, integrity and compassion whilst setting a Christian example befitting the parish of St. Thomas of Canterbury | ✓ | |
| Absolute integrity and discretion – ability to act with discretion and sensitivity, observing appropriate confidentiality of all information | ✓ | |
| Ability to work under pressure – with efficiency, accuracy and reasonable speed | ✓ | |
| Ability to comfort people in distress | ✓ | |
| Excellent planning, time management and organisational skills | ✓ | |
| An eye for detail and high work standards | ✓ | |
| Willingness to be reasonably flexible to ensure office cover in absence of other members of the team | ✓ | |

| ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel) | | |
|--|---|---|
| A willingness to undertake any necessary training on an ongoing basis, notwithstanding that that training may take place outside normal contracted hours and work location | ✓ | |
| Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese. | ✓ | |
| Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role. | | ✓ |