

PARISH OF CRANLEIGH AND BRAMLEY

DIOCESE OF ARUNDEL AND BRIGHTON

JOB DESCRIPTION – ADMINISTRATIVE PARISH SECRETARY

Main Responsibility of Secretary

To provide an efficient secretarial service and administrative support to the Parish Priest.

Responsible To

The Parish Priest

Important Relationships

Parish Clergy

Chair of Parish Finance Committee

Parish Treasurer

Safeguarding Officer

Volunteer workers

Parish School – Headteacher and other staff

Diocesan officers and staff

Key Accountabilities

Provision of secretarial service and administrative support to the Parish priest.

Tasks and Responsibilities

- Production of parish weekly and monthly newsletter
- Assisting Parish Treasurer with book keeping and financial record keeping
- Keeping Parish database up to date and accurate
- Preparing documents for the Parish Priest
- Updating Parish Website and uploading newsletter and other actions
- Keeping notice boards up to date and relevant
- Relaying messages, taking action as necessary
- Dealing with incoming and outgoing mail and email
- Photocopying and printing
- Filing and archiving

PARISH OF CRANLEIGH AND BRAMLEY

DIOCESE OF ARUNDEL AND BRIGHTON

- Dealing sympathetically and confidentially with enquiries
- Greeting visitors
- Signposting inquiries to relevant person/committee
- Making payments against invoices
- Ordering and taking delivery of stationery/church supplies
- Co-ordinating office and church maintenance
- Administration of telephone system and equipment
- Other duties as may be required
- Working on own initiative

Office Skills

- Essential
 - Good knowledge of MS Office 365 suite – Word, Excel, Powerpoint
 - Accurate and fast typing/data entry
 - Methodical approach to processing information and filing
 - In depth knowledge of information technology systems
 - In depth experience of email and internet
 - Good telephone manner
 - Ability to disseminate information quickly and effectively
 - Ability to work alone, with volunteers and the clergy
- Desirable
 - Knowledge of/understanding of the Catholic Church
 - Experience with Apple Mac and Mac OS computer systems
 - Previous experience in a Parish office environment
 - Use of databases for administrative and record keeping
 - Knowledge of GDPR, Health and Safety, and Safeguarding

Personal Qualities

- A commitment to complete confidentiality in all matters.
- Willingness and flexibility to learn and adopt new skills

PARISH OF CRANLEIGH AND BRAMLEY

DIOCESE OF ARUNDEL AND BRIGHTON

- Friendly, tactful, and relaxed manner in dealing with all visitors or callers
- Willingness and ability to help and work co-operatively with volunteers in the Parish
- Treating all visitors and callers with respect and courtesy
- Clarity of expression and good communicator
- Willingness to take on delegated responsibilities
- Honesty, integrity, cheerfulness