

Job Description: Parish Secretary – Weybridge

Role title:	Parish Secretary
Report to:	Weybridge Parish Priest
Place of Work:	Parish Office: Christ the Prince of Peace Catholic Church Weybridge
Key Relationships:	Parish Priest, staff, volunteers and parishioners in the church community and the priests and people of the wider parish. School colleagues at the Catholic primary school onsite. Central team colleagues in Crawley.
Salary:	£30k to £35k on a full-time basis (pro-rata for part-time)
Hours:	Up to 35 Hours per Week – full-time, part-time, and term-time only candidates are all encouraged to apply as there is potential to share the workload
Holidays:	28 days including bank holidays

Primary purpose of the Role

The Parish Secretary will work closely with the Parish Priest him to support with all aspects of parish admin in a busy office serving a vibrant and growing Catholic Community. The workload is suitable for a full-time appointment, but there is potential for the role to be shared. The role holder will be the first point of contact for people approaching the parish office by email, telephone and in person, and will respond to all queries including hall bookings, parish courses and events, baptisms, funerals, handling payments, receiving Mass intentions and meeting contractors. The church community in Weybridge is part of a much larger parish, overseen by a team of priests. A willingness to collaborate with others to develop and improve administration and relationships locally and across the parish is essential.

Principal duties and tasks

Administration for parish programmes and activities

- Liaising with clergy, staff and volunteers to provide administrative support around parish activities
- Prepare certificates sacramental programmes – Baptism, First Holy Communion, Confirmation

Newsletter and Mass schedule

- Liaise with the Parish Priest and colleagues to prepare weekly news updates and the schedule of Mass times and Mass intentions for Christ the Prince of Peace.
- Liaise with wider parish website colleagues to share and promote Weybridge church news

Financial duties

- Prepare payments on HSBCnet for invoices and claims, to be approved by the Parish Priest
- Ensure that records of financial transactions made by the Parish Office are electronically filed
- Collate receipts from parish credit cards and electronically file these (SharePoint)
- Liaise with volunteer teams to receive and file records of weekly cash counts, sharing as needed

Parish Registers

→ Update the parish registers of baptisms, other sacraments and deaths.

Hall Bookings

→ Agree bookings, update the bookings calendar, issue paperwork, take payments.

Parish Database

→ Maintain the extensive parish database in ChurchSuite. Training will be given.

Support for Safeguarding Representative

→ Liaise with the volunteer Parish Safeguarding Representative; provide administrative support including following up with volunteers to check identification for DBS (training will be given).

Support for Health & Safety Representative

→ Liaise with the volunteer Parish Safeguarding Representative; provide administrative support including booking in contractors for statutory testing and facilitating their visits. Upload documents to SafetyToolbox and carry out basic risk assessments (training will be given).

Other

→ Any other duties as may be reasonably requested by the Parish Priest.

Person Specification

- Friendly, efficient and organised – able to provide a warm welcome to all parish stakeholders while also managing a high volume of administrative tasks.
- The role requires the ability to work with sensitive information and to respect confidentiality. A basic awareness of GDPR is required – training will be given.
- Qualified in Maths and English up to a minimum of GCSE pass.
- Familiarity with databases and willingness to extend skills, becoming expert in ChurchSuite (training will be given).
- Excellent written communication with good typing and spelling.
- Competent use of Microsoft Office
 - Outlook
 - Excel
 - Word
 - PowerPoint

We welcome applications from people of all backgrounds - the successful applicant does not have to be a Catholic but must be supportive of the aims, vision, and mission of the Catholic Church, and keen to gain a sound understanding of the Catholic faith.

Closing date: Friday 15th May

Interviews: Tuesday 19th May in Weybridge

Please note that interviews will be held in person on Tuesday 19 May and will include a skills test