

Job Title:	St Marie's Marian Centre and St Patricks Church Hall Coordinator
Reporting to:	Parish Priest
Location	St Marie's Parish House, Seabank Road, Southport, PR9 0EJ

Mission Statement

"Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation."

Job Summary

The role of the Coordinator is to oversee the management of the Marian Centre at St Marie's and St Patrick's Church Hall on behalf of the Parish Priest.

Main Duties and Responsibilities

1. Managing enquiries including email, telephone calls and liaising with the Parish Priest and other personnel where appropriate.
2. Demonstrate strong communication skills, showing approachability and professionalism.
3. Update the website to ensure accurate and current information is available.
4. Conduct venue viewings for hirers during both daytime and evening hours.
5. Manage opening and secure locking of the premises before and after bookings.
6. Actively promote and market the facilities to increase bookings and community usage.
7. Strong IT and administrative skills to manage financial tasks such as bills and invoicing.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	Evidence of good standard of general education Excellent verbal and written skills	Application Interview
Experience	Essential	
	Experience of working in a similar role/undertaking a range of administrative tasks Experience of managing petty cash and recording income and expenditure including maintaining electronic and paper based financial records	Application and Interview
	Desirable	
	Bookkeeping Basic experience of financial spreadsheets Implementing new administrative processes Experience of maintaining and updating websites	Interview
Skills and Knowledge	Essential	
	Excellent telephone, face to face communication skills To be a team player with the ability to develop effective working relationships with clergy, volunteers, parishioners and General public. Excellent time management skills with the ability to organise and prioritise your workload to meet deadlines. Ability to work unsupervised and use own initiative IT Literate with a working knowledge and application of Microsoft Office (Word, Excel) and email.	Interview Interview Application Application
	Desirable	
	Ability to update websites and maintain social media accounts Knowledge of local parish community	Interview
Personal Attributes	Essential	
	A commitment to the ethos and mission of the Roman Catholic Church. An appreciation of the need for sensitivity and confidentiality Flexible work attitude towards tasks undertaken A proven ability to engage sensitively with vulnerable people A strong desire to help and assist people.	Interview