

<b>Job Title:</b>	Pastoral Development Administrator
<b>Reporting to:</b>	Director of Pastoral Development
<b>Location</b>	Liverpool Archdiocesan Office

### 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

To provide high quality administrative support to the Pastoral Development Department and for identified Pastoral Plan initiatives.

### Main Duties and Responsibilities

1. To efficiently manage incoming communications in a professional and effective manner, including post, email, telephone calls and personal enquiries, resolving at the first point of contact where possible.
2. To undertake general administrative duties including filing, photocopying, scanning, printing, creating and archiving records, maintaining databases, preparing reports and presentations, ordering stationery and supplies, booking and stocking equipment and organising resources.
3. To devise, implement, maintain and review administrative procedures to support the efficient running of the department.
4. To book meetings and manage diaries for the Pastoral Development Department.
5. Support the governance meeting cycle, in accordance with agreed schedules, via preparation of agendas, collation and distribution of reports, facilitating meetings including booking rooms, providing refreshments and taking minutes, circulation of meetings and action points.
6. Ensure invoices received are checked and forwarded for payment.
7. To provide flexible support to officers of the department in their pastoral planning and development functions, including specific Pastoral Plan initiatives.
8. To support with the preparation and distribution of materials, with support of the Communications Team.
9. To support with the planning and facilitation of departmental events for example, booking venues, guest speakers and producing literature.
10. To provide support with the planning and facilitation of pastoral training and formation programmes, including those facilitated internally and those delivered by external providers.
11. Liaising with members of staff in other departments and external contacts as required.
12. Provide support on specific projects as deemed appropriate by the Director of Pastoral Development.
13. To undertake general administrative duties, including cover within other departments if required.

### 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, are 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 Department, has not 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 require the job holder to habitually use DSE as part of their normal work and therefore is 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.

<b>Signed by Employee:</b> .....	<b>Date:</b> .....
Print Name: .....	

<b>Signed by Line Manager:</b> .....	<b>Date:</b> .....
Print Name: .....	

Qualifications	Essential
	<ul style="list-style-type: none"> <li>Evidence of good standard of general education.</li> </ul>
Experience	Essential
	<ul style="list-style-type: none"> <li>Experience of working in a busy office environment.</li> <li>Experience of dealing with a broad range of administrative procedures.</li> <li>Experience of taking records of meetings and producing professional documents accurately.</li> </ul>
	Desirable
	<ul style="list-style-type: none"> <li>Experience of pastoral contexts.</li> </ul>
Skills and Knowledge	Essential
	<ul style="list-style-type: none"> <li>IT literate with sound working knowledge of Microsoft Word, Excel, Outlook, Teams, SharePoint and Canva.</li> <li>Strong interpersonal skills to be able to work collaboratively with people at all levels/all disciplines.</li> <li>To be a team player with the ability to develop effective working relationships with a wide range of stakeholders including officers, clergy and parishioners.</li> <li>Able to work on own initiative and unsupervised.</li> <li>Excellent time management skills with the ability to organise and prioritise workload to meet competing deadlines.</li> <li>Excellent telephone, face to face and written communication skills.</li> </ul>
	Desirable
	<ul style="list-style-type: none"> <li>An understanding and comprehension of the Catholic faith and how the church works.</li> <li>Knowledge of the pastoral plan and the archdiocesan ambitions.</li> </ul>
Personal Attributes	Essential
	<ul style="list-style-type: none"> <li>To be in sympathy with the mission of the Roman Catholic Church.</li> <li>Ability to maintain strict confidentiality and be sensitive to the pastoral dimension of the work.</li> <li>Problem solving mindset and a “can do” attitude.</li> <li>Flexible attitude to tasks undertaken.</li> <li>Flexibility to attend evening and weekend meetings and travel across the archdiocese (with prior planning).</li> <li>Demonstrate professional behaviours and conduct.</li> </ul>