



# Saint Vincent de Paul Catholic Church

## Altrincham

<b>Job Title:</b>	<b>Parish Secretary (Job Share)</b>
Reporting to:	The Parish Priest
Salary:	£14.50 per hour
Based:	St Vincent's Church, Altrincham, WA14 2BP
Hours of work:	Flexible working hours: 3 days a week (Monday – Friday) working 9am to 1pm (days and times may vary)

### Purpose

St Vincent's parish, Altrincham, is seeking to appoint an experienced and suitably qualified Parish Secretary to provide administrative and secretarial support required to ensure the smooth running of the Parish to enable the Parish Priest to carry out his Parish and Diocesan responsibilities. The role will also include working with and providing support as required to parishioners, Parish Committees, and groups. The role would be a job share position.

The successful candidate will be required to uphold the ethos of the Catholic Church and to always conduct themselves in a manner commensurate with the role. The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and adults at risk, as well as developing and fostering a positive workplace environment committed to the continuous improvement, effectiveness and sustained performance of all volunteers and members of staff, and safe environment for all. The successful candidate would be expected to commit to following Diocesan policies on Safeguarding (as adopted from national policies) as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook.

### Specific Tasks

- Respond to telephone and email enquiries as well as respond to enquiries at the Presbytery door.
- Greet and welcome parishioners and other groups using the Parish facilities.
- Prepare, publish, and print the weekly Parish Newsletter.
- Keep Parish records up to date on both computer and paper files.
- Maintain Parish finance records including preparing invoices and cheques for payment, recording of the weekly Offertory collection on the finance system and processing bank statements.
- Provide administrative support to the Parish Priest, the Parish generally including committees and groups as required and the Sacramental and Evangelisation Programmes
- Maintain a Parish database and manage the Parish Sacramental Registers.
- Manage and order office and sacristy supplies, and any other items at the request of the Parish Priest.

---

St. Vincent's Presbytery, 2 Bentinck Road, Altrincham, Cheshire, WA14 2BP

Tel: 0161 928 1689

Email: [parishoffice@stvincentsaltrincham.org.uk](mailto:parishoffice@stvincentsaltrincham.org.uk)

Web: [www.stvincentsaltrincham.org.uk](http://www.stvincentsaltrincham.org.uk)

Social Media: [svp'altrincham](https://www.facebook.com/svpaltrincham)



# Saint Vincent de Paul Catholic Church

## Altrincham

- Manage the Parish Diary, including the booking and administration of Mass Intentions, parish activities, events, retreats and trips.
- Support parishioners and others in the booking and administrative arrangements of baptisms, weddings, and funerals.
- Support and manage the administration of the sacramental programmes including First Holy Communion, Confirmation and RCIA.
- Manage the display of literature and communications in the church.
- Manage and update the parish website.
- Any other reasonable requests to assist the Parish Priest in his Parish and Diocesan responsibilities.

### General Tasks

- Maintain organised hard and soft files of all information.
- Participate in the day-to-day work of the organisation – such as reporting, attending meetings as required, and taking a flexible approach to general administrative and support tasks.
- Participate in staff appraisals and appropriate training for the role.

### Other tasks

- Work flexibly to respond to the needs of the key stakeholders.
- Work effectively, both independently and collaboratively.
- Manage life/work balance in self.
- Maintain high levels of information confidentiality and security.

The list of specific, general and other tasks is not exhaustive, and the successful candidate would be expected to carry out such other tasks as are necessary to fulfil the role.

By its nature the role will involve occasional working evenings and weekends and time off in lieu will be given for this in line with the policy set out in the Staff Handbook.



# Saint Vincent de Paul Catholic Church

## Altrincham

### Person Specification

E – Essential

D – Desirable

- Excellent written skills with the ability to produce concise and clear documents and correspondence. E
- High standard of computer literacy (Excel, Word, Outlook, Publisher and internet). E
- Meticulous attention to detail. D
- Demonstrable ability to plan and prioritise own workload with minimum supervision. E
- Excellent communication skills, able to communicate effectively with a variety of people. E
- Highly motivated with the ability to demonstrate initiative and work well under pressure. D
- Ability to plan and work within agreed timeframes, excellent time management, organisational skills. E
- Suitable, relevant experience in similar roles. D
- Strong work ethic and flexibility in approach to working of hours, some occasional out of hours work maybe required. E
- Ability and willingness to work occasional evenings and weekends as required. D
- Develop and foster a strong working relationship with all members of the Parish, Parish staff and clergy, laity, and volunteers. E

Interested candidates please send your CV to the attention of Pauline McCulloch [recruitment@dioceseofshrewsbury.org](mailto:recruitment@dioceseofshrewsbury.org) Closing date: Friday 1<sup>st</sup> March 2024.

### Disclosure and Barring Checks

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of two satisfactory references and a satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check). Please note that a conviction will not necessarily be a bar to obtaining employment. The Diocese adheres to recruitment commitments under the Rehabilitation of Offenders Act 1974 enabling applicant’s voluntary disclosure of convictions, cautions, warning or bind-overs relevant to the job role applied for.

---

St. Vincent’s Presbytery, 2 Bentinck Road, Altrincham, Cheshire, WA14 2BP

Tel: 0161 928 1689

Email: [parishoffice@stvincentsaltrincham.org.uk](mailto:parishoffice@stvincentsaltrincham.org.uk)

Web: [www.stvincentsaltrincham.org.uk](http://www.stvincentsaltrincham.org.uk)

Social Media: [svpaltrincham](https://www.facebook.com/svpaltrincham)

The Diocese of Shrewsbury is a registered charity no. 234025