

PARISH SECRETARY JOB DESCRIPTION

A vacancy has arisen for the role of Parish Secretary for the Parishes of St Vincent's, Knutsford and St Winifred, Lymm. Based at St Vincent's Presbytery, Tatton Park, Knutsford. WA16 6HR

Hours: 12 hours per week Tuesday, Wednesday, Thursday and Friday 9.30am-12.30pm @ £13 per hour. There will be some flexibility with this, which would be negotiated with the successful candidate.

The person will provide all administrative and secretarial support required to ensure the smooth running of the Parish and to enable the Parish Priest to carry out his Parish responsibilities.

Interested applicants should send an updated CV to Mrs Pauline McCulloch
recruitment@dioceseofshrewsbury.org

Closing date Monday 31 March 2025

The Parish Secretary supports the organisational functions of the Parish of by providing secretarial and clerical support to the Parish Priest.

General Duties and Responsibilities

- Respond to telephone enquiries
- Respond to enquiries at the Presbytery door
- Respond to email enquiries
- Prepare and print the weekly Parish Newsletter
- Keep Parish records up to date on both computer and paper files
- Prepare invoices and cheques for payment
- Maintain Parish Finance records
- Clerical and secretarial work for the Parish required by the Parish Priest, members of the Parish Clergy and Parish Committees
- Secretarial and clerical assistance for the Sacramental Programmes
- Create and maintain a Parish database
- Manage the Parish Sacramental Registers
- Manage and order office and sacristy supplies, and any other items at the request of the Parish Priest
- Keep the Parish Diary
- Any other reasonable requests to assist the Parish Priest in his Parish responsibilities