

## **Parish Secretary**

There is a vacancy for a Parish Secretary for the Parish of Saint Clare, Chester.

Salary: £14 per hour based on experience.

Hours: 4 hours per week (9.30am to 1.30pm on Wednesday morning, although there may be some flexibility in this)

The Parish Secretary 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 and Diocesan responsibilities.

### **PARISH SECRETARY JOB DESCRIPTION**

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

#### **General Duties and Responsibilities**

- Respond to telephone enquiries
- Be able to work using own initiative
- Excellent communication skills
- ECDL qualification highly desirable
- 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 and assist in updating parish website.
- Any other reasonable requests to assist the Parish Priest in his Parish and Diocesan responsibilities

## 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 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

## 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.

**CV’s with a covering letter should be sent to Pauline McCulloch**  
[recruitment@dioceseofshrewsbury.org](mailto:recruitment@dioceseofshrewsbury.org)

**Closing date Friday 28 February 2025**