

DIOCESE OF Hexham & Newcastle

Job title:	Administrator (ref 01/2019)
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Parishes:	St John XXIII, Washington and St Joseph's, Birtley
Location:	Our Blessed Lady Immaculate, Village Lane, Washington, NE38 7HS
Hours of work:	16 hours per week
Working Pattern:	Monday and Wednesday 9.30am – 2.30pm and Friday, 9.30am – 3.30pm
Pay:	£7,699 (£18,046 FTE)
Contract:	12 Month Fixed Term Contract
Grade:	2
Reporting to:	Parish Priest
Start Date:	As soon as possible

Job Description

To provide general administration support to parishes of St John XXIII, Washington and St. Joseph, Birtley.

Main duties

- Be a focal point/coordinator for all regular information gathering and distribution including baptisms, weddings, funerals, meetings and hall and room bookings;
- Record, respond to and take enquiries by telephone, e-mail or written correspondence;
- Deal with callers to the parish office;*
- PA/secretarial work for the Partnership Dean;
- Manage the clergy calendar/diary;
- Support the Parish Finance and Management Committees to maintain effective systems;
- Support Parish Welfare Officers by maintaining a schedule of Health and Safety inspections;
- Liaise with Newsletter producers;
- Production of publicity materials;
- Production of documents and reports, photocopying and the maintenance of the filing system;
- Deal with general administration and preparation of Mass intentions and schedule;
- Compile and maintain a directory of parish groups and co-ordinators;
- Maintain a list of key holders and distribute keys as necessary;
- Maintain parish records and databases e.g. parish census;
- Liaise with contractors as required;
- Manage the supply and return of newspapers and magazines;
- Liaise with schools as required;
- Order and distribute resources as requested.

* This post is subject to an Enhanced DBS check.

Personal specification

Essential Criteria

- Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character;
- Well experienced in general office and administrative procedures;
- Excellent and up-to-date IT skills, in particular Microsoft Outlook, Word, Excel and desktop publishing;
- A good level of general education, including GCSE A*-C in English and Maths or equivalent;
- A good grasp of English grammar, accuracy and a high level of attention to detail;
- Excellent customer service skills with experience of dealing with sensitive situations;
- Good interpersonal and communication skills with the ability to build good relationships with all associates;
- Good organisational skills and excellent planning skills;
- Experience of co-ordinating diaries, events and people in a work environment;
- High level of confidentiality and integrity;
- A sense of humour;
- To be self-motivated with a good sense of responsibility with the ability to work independently with minimum supervision.

Desirable Criteria

- Willingness to work flexible and extra hours if required;
- Experience of creating and using databases;
- Experience of preparing content for and updating websites.

Benefits

- 22 days holiday per year plus statutory holidays (pro rata) increasing to 27 days after five years' service.
- Employer matched pension scheme (up to 7.5%).

General

- Six month probationary period.