

# DIOCESE OF Hexham & Newcastle

<b>Job title:</b>	Administrator (ref 25/2017)
<b>Employer:</b>	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
<b>Location:</b>	St Joseph's, Thorneyholme Terrace, Stanley, Co. Durham DH9 0BL
<b>Hours of work:</b>	10 hours per week
<b>Working Pattern:</b>	2.5 hours daily, Tuesday to Friday
<b>Pay:</b>	£9.10 per hour
<b>Contract:</b>	12 Month Fixed Term Contract
<b>Grade:</b>	2
<b>Reporting to:</b>	Parish Priest
<b>Start Date:</b>	As soon as possible

## Job Description

To provide general administration support to the family of parishes of St Joseph's, Stanley, St Patrick's, Dipton and The Sacred Heart, Byermoor.

## Main duties

- Production of documents and reports, photocopying and the maintenance of the filing system;
- Record, respond to and take enquiries by telephone, e-mail or written correspondence;
- Deal with callers to the parish office;\*
- Production of publicity materials;
- Deal with general administration and preparation of Mass intentions and schedule;
- Respond to enquiries for certificates of baptism etc.;
- Take and record details pertaining to baptisms, marriages and funerals;
- Compile and maintain a directory of parish groups and co-ordinators;
- Maintain a list of key holders and distribute keys as necessary;
- Maintain the Parish Priest's diary;
- Maintain parish records and databases e.g. parish census;
- Support the Parish Finance and Management Committee to maintain effective systems, including financial:
  - Pay invoices and other expenditure by cheque/cash and file all related documents;
  - Maintain Cash Book;
  - Prepare reports for Committee meetings as required;
  - Manage the floats for parish groups;
  - Support Parish Welfare Officer by maintaining a schedule of Health and Safety inspections;
  - Assist with completing the Diocesan Financial Return.
- Assist with the weekly Newsletter;
- Co-ordinate the hire and the use of the Hall by parish groups and other users;
- Manage the supply and return of newspapers and magazines;
- Liaise with the primary schools as required;
- Order and distribute resources as requested.

\* This post is subject to an Enhanced DBS check.

**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.

**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 GCSEs A\*-C in Mathematics and English 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;
- 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.