

# WE ARE RECRUITING



## VACANCY – PARISH SECRETARY

**Location:** Blessed Sacrament Church, 29 Fore Street, Heavitree, Exeter, EX1 2QJ

**Hours:** 28 Hours per week

**Salary:** £12.05 per hour

**Closing date:** 20th November 2023

The Diocese of Plymouth is seeking to recruit a Parish Secretary for the Parish of Blessed Sacrament, Exeter, reporting to the Parish priest.

### PURPOSE OF THE ROLE

To manage the administrative, secretarial support and the office resources required to ensure the smooth running of the Parish and to enable the Parish Priest to carry out his Diocesan responsibilities. The post-holder will be given scope to develop the role, review essential processes and improve them where necessary to ensure the effective provision of support to Parish activities.

### MAIN RESPONSIBILITIES

- Welcoming callers at the Presbytery and dealing with routine enquiries and requests, either in person, on the telephone or by electronic means in a sympathetic manner, recognising the need for confidentiality.
- Sorting correspondence and drafting replies of a routine nature. Word-processing letters and routine documents.
- Producing booklets, service sheets and word-processing Prayers of the Faithful and Mass Intentions.
- Maintaining an efficient office filing system.
- Maintaining the Parish database and regularly updating it.
- Preparing and duplicating, if necessary, the weekly 'Bulletin' and maintaining a 'Diary of forthcoming Events'.
- Supporting work of Parish committees and catechetical groups and providing clerical assistance to such.
- Maintaining the Parish Diary.
- Payment of invoices.
- Maintaining and up-dating the Parish inventory.
- Providing information to the Chair of the Parish Finance Committee.
- Maintain the Parish website.

- Ensuring an annual review of requirements under The Equality Act (2010) and Health and Safety Legislation (Including Fire Prevention) and preparing documents as requested by the Bishop's Office.
- Liaising with the Diocesan Safeguarding Office to ensure that DBS checks are carried out for Parishioners and workers in the Parish following recruitment/ referencing process.
- To maintain and oversee the timely and efficient supply of materials required including stationery, sacristy and household requirements.
- Co-ordinating, printing and distributing rotas for the various ministries in the church
- Keeping church notice-boards up-to-date.

These tasks may change to meet changing needs of the Parish or the Diocese.

## PERSON SPECIFICATION

- General education to GCSE standard or above
- Able to demonstrate capability with Microsoft Word, Excel, PowerPoint/Publisher
- Emergency First Aid Training and ICT Qualification (Level 2) or Microsoft qualification &/or RSA typing qualification (III) desirable
- Accurate keyboard skills and Attention to detail
- Ability to work without supervision
- Ability to prioritise workload to respond to changing demands
- Able to problem solve and make decisions within defined boundaries
- Experience of website and social media maintenance desirable
- Regular competent user of Microsoft products
- Previous secretarial / administrative / clerical experience
- Excellent communication skills
- Ability to work in team and on their own
- Ability to remain calm in stressful situations
- Understanding of need for confidentiality
- Ability to work with people in sympathetic and sensitive manner
- Good sense of humour
- Commitment to further professional development and a willingness to undertake job-related training
- Experience of taking minutes at meetings is desirable but not essential
- Have an understanding of and sympathy with the Catholic Church

**Copies of the job description and application form are obtainable from the Human Resources Department on 01364 645383 or email [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk)**

**Applications are by application form and covering letter.**