



Job Description

Job Title:	Parish Secretary (<i>Permanent, Part time</i>)
Reporting to:	Parish Priest
Location:	Forthill House, Battery Road, Athlone
Hours of work	20 hours per week (9.30am – 1.30pm, Monday thru Friday)

The Parish Secretary will provide confidential, efficient, and effective secretarial support to the Parish Priest, and assistance to visitors and parishioners who visit or contact the Parish office.

- To manage and maintain the Parish Office effectively and efficiently.

Key Performance Measures:

- Feedback from the Parish Priest and users of the Parish Office.
- Professionalism and helpfulness of telephone manner and efficiency of call management.
- Compliance with and adherence to relevant legislation and regulatory requirements within the Parish.
- Quality and accuracy of documentation and data completed, and efficiency of processing same to meet deadlines.
- Maintaining a professional approach to work always.
- Projecting a professional and reputable image for the Parish and acting as an ambassador always.

Duties & responsibilities

Welcome

- Meet and greet all callers to the office and action out requests/provide needed assistance or refer to appropriate person.

Telephone

- Deal with all telephone calls, taking details of name, contact details type of query and communication of same to Parish Priest, or appropriate personnel.

Mail / email

- Email - Check as required.
- Post - Sorting and posting all mail.
- Website – Updating parish website weekly.

Newsletter

- Prepare and print the weekly bulletin newsletter, and other brochures and flyers that are periodically requested by staff and/or committees.

Database

- Responsible for recording of weekly collection envelopes.
- Annually order, label, and sort collection envelope for distribution.
- Maintain and update database of mailing lists, membership status and committees.

Maintenance etc

- Deal with queries re maintenance and inform Parish Priest.

Miscellaneous tasks

- Type minutes of all church committees as submitted and requested and keep a comprehensive file of all minutes. Send out notices of meetings of all committees as requested.
- Operate the Parish computer system in the daily task of organising and implementing church business. When required assist in drafting and typing letters, reports, records etc.
- Provide clerical support to Parish Priest and church committees when required.
- Oversee the finances and financial reporting to the Parish Priest.

- Maintain a master calendar of all Church activities and of all events taking place in Church facilities; Photocopy documentation as required.
- Schedule meetings and arrange appointments for the Parish Priest as needed.
- Order and maintain an adequate inventory of office supplies.
- Maintain office equipment and arrange for repairs when necessary.
- Maintain an orderly environment including dusting, and straightening of materials, equipment etc.
- Sign for deliveries.
- Submit gas and electricity readings online.

General

- Compliance with and adhering to diocesan policies and procedures and Health & Safety legislation always.
- Maintaining confidentiality on matters relating to the Parish always.

JOB DESCRIPTION REVISION:

- This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to consider the development of both the post and the Parish Office. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the effective running of the Parish Office.

ESSENTIAL CRITERIA

- Good working knowledge of Microsoft Office Software packages
 - (Word, Excel, and Outlook, Publisher);
- Knowledge of Payroll, Surf & ROS
- Relevant experience in a similar position.
- A clear commitment to the work and mission of the parish of Ss. Peter & Paul's.
- Excellent planning and organising skills.
- Experience of working under pressure to meet deadlines.
- Experience of working alone and as part of a team.

COMPETENCIES

- Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone.
- Excellent organisational skills, able to prioritise and meet tight deadlines.
- Good communication skills.
- Ability to work alone, using initiative whilst maintaining discretion and confidentiality always.
- Ability to work methodically and consistently.
- Ability to work well as part of a team.

Please submit application and cover letter to

The Rev. Administrator
 Forthill House
 Battery Road
 Athlone
 Co. Westmeath.

Deadline for applications 12 noon on Monday December 13th, 2021