



Job Vacancy:

# Parish Secretary / Office Administrator

Part time (10-12 hours/week), permanent

This pack contains information on the vacant role and how to apply for it. Saint Clare's is a vibrant parish community, part of the Roman Catholic Diocese of Lancaster. The role of secretary involves running the parish office and being a central point of contact for parishioners and visitors, as well as being part of a friendly team of staff and volunteers in our community.

For further details, or to submit your application, please use the contact details at the end of the pack.



# Parish Secretary/Office Administrator

St Clare's Catholic Church, Preston



## Role

- Office management
- Responding to enquiries by phone, email or in person
- Bookkeeping
- Payment of invoices
- General administration/office duties (filing, photocopying, ordering supplies etc.)
- Prepare and send out rotas for parish volunteers
- Responsibility for monitoring some health and safety records and related duties around the site
- Preparation of weekly newsletter and updating website and notice boards
- Maintaining parish records
- Receiving deliveries, liaising with contractors working on site etc.
- Fulfil any other reasonable requests for administrative or related duties

	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> <li>• IT skills, including use of packages such as MS Word and Excel to a competent standard</li> <li>• Good communication skills (written and verbal)</li> <li>• Basic understanding of bookkeeping for a small organisation</li> <li>• Good organisational skills</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience in administration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Catholic parish life</li> <li>• Knowledge of the structures and organisation of the Catholic Church</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Willingness to support the ethos of the parish and of the Catholic Church more widely</li> <li>• Sensitivity and an ability to maintain confidentiality</li> <li>• Ability to work with other staff and parish volunteers</li> <li>• Willingness and capacity to learn new skills and adapt to new situations</li> </ul>	

- 10-12 hours per week over three or four days – to be discussed at interview
- Salary: £20,000 pro rata [£5263-6316 per annum, depending on number of hours]
- Holiday entitlement: equivalent to 28 days [including Bank Holidays] pro rata
- Flexible working may be possible during school holidays, including reduced hours if desired (by mutual agreement) Some home working during school holidays may also be possible, by mutual agreement.
- Free on-site parking
- Start date: summer/autumn 2020 (by mutual agreement)

## **Apply for this job**

Deadline for Applications: Wednesday 15<sup>th</sup> April 2020, 5pm

To apply, please submit:

- Your CV, including your qualifications, skills and details of previous work experience
- A covering letter (up to 500 words) telling us a little about yourself and why you would like to take on this role
- Details of at least two people willing to supply a reference for you: ideally at least one should be from a current or former employer
- Your contact details

Interviews for shortlisted candidates will take place on Friday 24<sup>th</sup> April 2020.

**Applications and any queries may be submitted on paper or by email:**

St Clare's Presbytery  
Sharoe Green Lane  
Preston  
PR2 9HH

email: [enquiries@saintclares.co.uk](mailto:enquiries@saintclares.co.uk)

Telephone enquiries: 01772 719604