

**PARISH ADMINISTRATOR
JOB DESCRIPTION and PERSON SPECIFICATION DECEMBER 2024**



Job Title	Parish Administrator
Parish/Department	St. Peter and the Winchester Martyrs
Name of Current Job Holder	N/A
Reports To	Parish Operations Manager.
Number of Reports	0
Hours of Work	25 per week – (9:30 to 3:00pm)
Contract Type	Part-Time
Overview of the Diocese	The Diocese of Portsmouth comprises 87 parishes across Hampshire, Dorset, Berkshire (except Slough), South Oxfordshire, the Isle of Wight and the Channel Islands. Formed 19th May 1882 by the division of the Diocese of Southwark, the Diocese of Portsmouth has a presence in every community and can offer ministry and mission to all who come to us, working towards the Bishop’s vision of Bringing people closer to Jesus Christ through his church.

Overall job purpose

The role of Parish Administrator will cover administration relating to:

1. Clergy Rota for Masses & other church services
2. Church, Meeting Rooms and Hall Bookings
3. Parish Sacramental Registers and creation of Certificates
4. Parish Newsletter

Key accountabilities

Clergy Rota

There is an extensive and comprehensive rota prepared for Masses and other services carried out in the parish’s churches, which is used internally and shared across a small number of Parishioners. Role will be to ensure that all Services are adequately covered, and this list distributed in a timely manner each month.

Church, Meeting Rooms and Hall Bookings

The role covers the administrative tasks related to the use of all our Churches, St. Peter’s Pastoral Centre facilities - its various halls and meeting rooms; the Milner Hall; St Gregory’s Pastoral Centre Alresford

- Booking and scheduling these facilities for both parish requirements (in accordance with SLT guidance) and for third-party hire.
- Responding to and handling all booking enquiries and requests (internal and external) and dealing with conflicting requirements.
- Vetting new third-party hirers to establish their credentials and that the proposed usage is within the ethos of the Catholic Church.

- Maintaining the bookings calendar for all bookings (parish, third-party, ad-hoc and recurring).
- Ensure all third-party hirers sign up to the standard booking conditions/hire agreement form and that business or charity organisations provide details of their public liability insurance cover.
- Issue booking confirmations and invoices to third-party hirers in accordance with the applicable standard room hire rates and update the invoice register for the Finance Administrator
- Liaise with Facilities & Resources Manager on logistics and practical details relating to hall/room bookings including use of tables and chairs, AV equipment, and kitchen.

Parish Sacramental Registers

- Primary responsibility for maintenance of all Sacramental Registers and communicating with other Parishes as necessary relating to all Sacraments received in the Parish.
- Creation of Sacramental Certificates as necessary

Parish Newsletter

- Creation of the Parish Newsletter; including the distribution via Printing; Website and Churchsuite.

Liaison with Facilities & Resources Manager

- Ensure good lines of communication at all times with the parish Facilities & Resources Manager so that management of meeting room and hall hirings works as smoothly as possible (see also specific references above).

Ad hoc duties and projects

- Carry out ad hoc duties as requested by your line manager.

Values

- To maintain the ethos and values of the Catholic Church and positively promote the work and activities of the Catholic Church.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Person Specification

Essential

- * First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.
- * Suitable candidates will have a good standard of general education. Experience of the church sector would be particularly useful.
- * Advanced Proficiency in the use of Microsoft Office including Word; Excel and Powerpoint
- * Proficiency in being creative and using social media including Canva; Facebook;
- * Candidates will be expected to show a high level of initiative and be reliable and focused in fulfilling their tasks.
- * Understanding of Data Protection legislation.
- * Excellent communication skills both written and verbal
- * Able to effectively manage a high-volume workload.
- * Ability to work effectively as part of a team.
- * Excellent problem-solving skills.
- * Understanding of and commitment to equality of opportunity and good working relationships.
- * Able to work on own initiative, organising and prioritising own workload to set deadlines.
- * An ability to maintain high degree of confidentiality and trust.
- * Good time keeping.
- * Positive and flexible approach to work.

Desirable:

Knowledge of and empathy with the values and teaching of the Catholic Church.

Date of Completion of Job Description (month and year)	December 2024
Name & Role of Job Description Content Creator	Gerard Dailly