



## PARISH SUPPORT ADMINISTRATOR

### Job Description

<b>Job Title</b>	Parish Support Administrator
<b>Department</b>	Governance Team
<b>Reports To</b>	Head of Governance and Programme Development
<b>Number of Reports</b>	0
<b>Contract Type</b>	Permanent
<b>Hours of Work</b>	37.5 (possibility to work part-time)
<b>Location</b>	St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA
<b>Travel Requirement</b>	Must be able to travel across the Diocese, including the Channel Islands
<b>Hybrid/Flexible Working</b>	By agreement with the line manager. Core hours in office to be confirmed on appointment. Some out-of-office hours may be required on an ad hoc basis.

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### Overall Job Purpose

To provide administrative support to the Governance and Programme Development Team enabling the team to work effectively and deliver objectives to a high standard.

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### Key Internal and External Relationships

- Head of Governance and Programme Development
- Colleagues in the Governance Team.
- Parish Priests and employees in parish
- Colleagues in the wider Curia Team.

## **Key Accountabilities**

### *General Administrative Support*

- Proof and format documents in a variety for programmes and formats including Word, Excel, PowerPoint and PDF.
- Provide cover for the Governance Administrator.
- Undertake a variety administrative and support tasks as requested by the Head of Governance and Programme Development.

### *Parish Liaison*

- Provide a high-quality service to parishes, responding to queries, signposting resources, supporting shared record keeping.
- Create and distribute briefing packs for clergy transfers
- Support parishes with their procurement applications, managing the procurement inbox and ensuring procurement applications follow the procedures for prompt approval.
- Maintain log of contact details for parish administrators and key volunteers
- Administer UK Visa sponsorship applications for clergy and members of religious orders, maintaining records, and ensuring compliance with UKVI regulations, including reporting changes to UKVI as required.
- Ensure records on the Places of Worship Register and Authorised Persons Register (for marriages) are accurate and up to date.

### *Parish Planning*

- Collect and analyse parish statistics and other data, identifying trends, to support planning.
- Work with the Head of Governance and Programme Development to present parish data through information packs and other presentations.

### *Data Protection*

- Provide a responsive, high-quality service to colleagues across the organisation, responding to GDPR and record management and providing regular guidance through internal media channels.
- Support the Head of Governance and Programme Development with the development and delivery of training, workshops and personalised support to parishes and teams across the organisation to improve data protection compliance and record management across the Diocese.
- Undertake audits and reviews of data compliance across the organisation, identifying good practice and making recommendations for improvement, in collaboration with the Head of Governance and Programme Development
- Support parishes to develop and review Data Protection Impact Assessments, Records of Processing Activity, legitimate interest balancing exercise and due diligence processes.

- Liaise with data protection colleagues in other Catholic dioceses.

#### *Record Management*

- Provide support to parishes and teams across the organisation to manage records effectively.

#### *Other Responsibilities*

- Support the general administration of the office, including answering the door and telephones, processing post maintaining a tidy work environment and welcoming visitors.
- Work flexibly and collaboratively across all teams in the organisation to ensure the greatest impact and effectiveness of the Governance and Programme Development Team's work.

Undertake any and all other reasonable tasks associated with this role.

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#### **Values**

- To maintain the ethos and values of the Catholic Church and positively promote the work and activities of the Catholic Church.
  - Role model the Diocese's core values of integrity, dignity, excellence, accountability, and stewardship.
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### Person Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.</li> <li>• High degree of IT literacy, with good experience of using Microsoft Office. Excellent document and formatting skills.</li> <li>• An ability to maintain high degree of confidentiality and trust and excellent interpersonal skills with the confidence to deal with people at every level.</li> <li>• Experience of a variety of administrative tasks.</li> <li>• Good numeracy skills and experience of analysing and presenting data for an external audience.</li> <li>• Proven ability to work to a high standard and with a good eye for detail.</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Positive and flexible approach to work</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of the values and teaching of the Roman Catholic Church.</li> <li>• Experience of the working in the charity sector</li> <li>• Knowledge of data protection practice and legislation, including DPA 2018, UK GDPR and PECR together with fundraising rules.</li> <li>• Experience of minute-taking and governance administration.</li> <li>• Experience of providing facilitation or training.</li> <li>• Driving licence and access to a vehicle.</li> </ul>

<b>Date of Completion of Job Description:</b>	December 2024
<b>Job Description Content Creator:</b>	Head of Governance and Programme Development