



Parishes of:  
**Our Lady and the Apostles, St. Ambrose, and St. Vincent de Paul**

Email: [admin@ourladyandtheapostles.co.uk](mailto:admin@ourladyandtheapostles.co.uk)

Telephone: 0161 480 2489

**Job Title:** Parish Secretary and Admin Support  
**Reporting to:** The Parish Priest  
**Salary:** £11 an hour (with potential for increase following satisfactory induction)

**Based:** Our Lady and the Apostles Parish, Shaw Heath (and one hour per week in each of the other parishes)  
**Hours of work:** 16 hours a week - Monday to Friday (with possibility to increase)

**Purpose**

The linked parishes of Our Lady and the Apostles Shaw Heath, St. Ambrose Adswood, and St. Vincent de Paul Bramhall are seeking to appoint an experienced and suitably qualified Parish Secretary to provide administrative and secretarial support required to ensure the smooth running of the three parishes to enable the clergy to carry out their responsibilities. The role will also include working with and providing support as required to Parish Committees and groups. The successful candidate will be required to uphold the ethos of the Catholic Church and to conduct themselves at all times in a manner commensurate with the role. The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and adults at risk, as well as developing and fostering a positive workplace environment committed to the continuous improvement, effectiveness and sustained performance of all volunteers and members of staff, and safe environment for all. The successful candidate would be expected to commit to following Diocesan policies on Safeguarding (as adopted from national policies) as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook.

**Specific Tasks**

- Respond to telephone and email enquiries as well as respond to enquiries at the Presbytery door
- Greet visitors and those groups meeting in the Presbytery
- Prepare, circulate electronically, and print the weekly Parish Newsletter
- Keep Parish records up to date on both computer and paper files
- Maintain Parish finance records including preparing invoices and cheques for payment
- Provide administrative support to
  - The Parish Priest
  - Parish Deacons when necessary
  - the Parish generally including committees and groups, as required
  - the Sacramental and Evangelisation Programmes
- Maintain a Parish database and manage the Parish Sacramental Registers
- Manage and order office and sacristy supplies, and any other items at the request of the Parish Priest.
- Keep the Parish Diary and assist in updating parish web pages and social media,
- Any other reasonable requests to assist the Parish Priest in his Parish and Diocesan responsibilities

### **General Tasks**

- Maintain organised hard and soft files of all information.
- Participate in the day to day work of the organisation – such as reporting, attending meetings as required, and taking a flexible approach to general administrative and support tasks.
- Participate in staff appraisals and appropriate training for the role.

### **Other tasks**

- Work flexibly to respond to the needs of the key stakeholders.
- Work effectively, both independently and collaboratively.
- Manage life/work balance in self.
- Maintain high levels of information confidentiality and security.

The list of specific, general and other tasks is not exhaustive and the successful candidate would be expected to carry out such other tasks as are necessary to fulfil the role.

By its nature the role will involve occasional working evenings and weekends and time off in lieu will be given for this in line with the policy set out in the Staff Handbook.

### **Person Specification**

**E – Essential**

**D – Desirable**

- Excellent written skills with the ability to produce concise and clear documents and correspondence. **E**
- High standard of computer literacy (Excel, Word, Power Point, Outlook and internet). **E**
- Meticulous attention to detail. **D**
- Demonstrable ability to plan and prioritise own workload with minimum supervision. **E**
- Excellent communication skills, able to communicate effectively with a variety of people **E**
- Highly motivated with the ability to demonstrate initiative and work well under pressure. **D**
- Ability to plan ahead and work within agreed timeframes, excellent time management, organisational skills **E**
- Suitable, relevant experience in similar roles **D**
- Strong work ethic and flexibility in approach to working of hours, some occasional out of hours work maybe required **E**
- Ability and willingness to work occasional evenings and weekends as required **E**
- Develop and foster a strong working relationship with all members of the Parish staff and clergy, laity and volunteers. **E**
- Readiness to be at the other two parishes for about one hour a week, or as required, within the contracted hours. **E**

Completed application should be sent to [stockport3parishes@gmail.com](mailto:stockport3parishes@gmail.com)

**Closing date Friday 30 April 2021**

### **Disclosure and Barring Checks**

*In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of two satisfactory references and a satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check). Please note that a conviction will not necessarily be a bar to obtaining employment. The Diocese adheres to recruitment commitments under the Rehabilitation of Offenders Act 1974 enabling applicant’s voluntary disclosure of convictions, cautions, warning or bind-overs relevant to the job role applied for.*