

Eglwys Sant Philip Evans / St Philip Evans Church



PLWYF / PARISH OF
Sant Philip Evans

Llanedeyrn Drive
Llanedeyrn
Cardiff
CF23 9UL
Cymru / Wales
United Kingdom

Gwefan / Website:
www.SPhilipEvans.co.uk

Offeiriad Plwyf / Parish Priest: **Y Parch / Revd Gareth Leyshon**
Ffôn / Tel: (029) 2073 1061 E-bost / E-mail: parishpriest@SPhilipEvans.co.uk

Diacon Plwyf / Parish Deacon: **Y Parch / Revd Stephen Melhuish**
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10.03.2018

VACANCY

PARISH SECRETARY

St Philip Evans RC Church, Cardiff, is seeking to employ a part-time Parish Secretary working nine hours per week, spread over three days, to assist with routine administrative tasks.

The post holder will be employed from April 2018 on a starting wage of £9.00 gross per hour, nine hours per week, with paid annual leave of 5 working weeks and two days, including bank holidays.

In a typical working week, you will attend the parish on three separate days, for three hours each day. Nominally this will be Monday, Wednesday and Friday 10.30 am – 1.30 pm, but some flexibility will be both offered and expected to adapt to occasional needs of the employee and of the parish (in particular, to facilitate practical arrangements around occasional funerals). A different pattern of nominal days can be considered as long as they are not all consecutive.

Appointment will be subject to the satisfactory completion of a three-month probationary period.

Particulars of the post are below. If you wish to apply, please send a CV and contact details of two referees (ideally one personal and one professional) to the Parish Priest, whose details are on the letterhead.

Closing date for Applications: 12 noon Sunday 24th March 2018

Interviews: on an agreed date but probably within the 10.30 am – 3 pm slot on a weekday.

This post is NOT subject to a DBS check.

It is NOT a requirement that the applicant be a Catholic.

Parish Secretary - Person Specification

- You enjoy administrative tasks and are able to carry them out quickly and competently.
- You will be comfortable working with computers, and able to use Microsoft Word and send emails proficiently.
- You will be able to deal sensitively with unexpected callers, by phone and at the door, even when they are in a state of some distress.
- You will be able to respect confidentiality when handling personal data and becoming privy to sensitive pastoral situations.
- You will be comfortable working alone, at times, in a presbytery which is effectively a domestic dwelling.
- You will be sympathetic to the work of the Roman Catholic Church.

Parish Secretary Job Description

Title: Parish Secretary

Reports to: Parish Priest

Based at: St Philip Evans Church

Job purpose: Provide administrative support for the routine operations of the Parish.

Key responsibilities and accountabilities:

1. Working Hours
2. Parish Database
3. Incoming Mail and Messages
4. Safety Toolbox Administration
5. Parish Expenditure
6. Song Copyright
7. Funerals
8. Holidays
9. Liaison with Parish Groups and Individuals
10. General Administration

Parish Secretary Manual

Working Hours

- ❖ In a typical working week, you will attend the parish on three separate days, for three hours each day. Nominally this will be Monday, Wednesday and Friday 10.30 am – 1.30 pm, but some flexibility will be both offered and expected to adapt to occasional needs of the employee and the parish. A different pattern of nominal days can be considered as long as they are not all consecutive.

Parish Database

- ❖ Your first priority will be maintenance of the Parish Database, which currently uses the *ChurchSuite* platform. Incoming information should be promptly used to make amendments, and any supporting paperwork passed on to the Parish Archivist.

Incoming Mail and Messages

- ❖ While on duty, you will respond to incoming email and telephone messages on behalf of the Parish Priest; if he is off-site, you will contact him regarding messages of sufficient urgency.
- ❖ You will check for incoming post and deal with items appropriately.
- ❖ In particular, many enquiries will concern requests for baptisms; you will record requests and forward them to the priest or preparation team as appropriate.
- ❖ In the event of prolonged absence of the Parish Archivist, you will issue baptism certificates and other sacramental records.

Parish Expenditure

- ❖ You will share responsibility with various parish officers for ordering church and office supplies.
- ❖ In the event of prolonged absence of the Parish Archivist, you will issue cheques to pay incoming bills.

Safety Toolbox Administration

- ❖ You will carry out routine (unskilled) inspections of the parish premises at the request of the parish Health & Safety team.



Song Copyright

- ❖ You will maintain a log of lyrics used in photocopied or projected worship aids and ensure the relevant agencies receive the due copyright fees.

Funerals

- ❖ When a funeral takes place in the Church of St Philip Evans, and especially if it is conducted by a person who is not a parish keyholder, you will take primary responsibility for opening and securing the church and ensuring access for the conducting minister. This may require some flexibility in your hours, but not beyond 9-5 Mon-Fri; at present, this would not impact your hours more often than once a month, and usually with at least a week's notice.

Holidays

- ❖ Your holiday entitlement is 5 working weeks plus 2 working days, including bank holidays. By agreement with the Parish Priest, you may use flexitime to have a "week off" by distributing some or all of the three working days into the preceding or following weeks. In a Bank Holiday week, you would only be expected to work on two days.
- ❖ You will discuss time and duration of holidays with Parish Priest to allow for forward planning and ease of transition throughout the year.

Liaison with Parish Groups and Individuals

- ❖ Work with the following to ensure the Parish secretarial needs are met: Finance Officer, Sacristan, Hall Manager, Parish Advisory Council etc.

General Administration

- ❖ Liaising with Archdiocese and outside companies and individuals
- ❖ Arrange maintenance and meter readings for parish plant as required.