



Holy Spirit Catholic Parish

Secretary/Administrative Officer
Permanent Part-time – Four days per week (23 hrs)
Tuesday to Friday – 9.00am to 3.15pm

Job Description

This role has responsibility for a wide range of administrative and organisational activities in a busy Catholic Parish in the Gungahlin area and the responsibility to ensure the smooth and effective operation of the parish office. The Secretary/Administrative Officer is often the first point of contact for people connecting with the parish and therefore is required to have an understanding of parish functions and groups, be able to answer a variety of general questions relating to parish life and be able to show compassion, understanding and patience when dealing with a wide range of people.

Duties

The role is responsible for the administrative requirements of the parish, working both independently and with the Parish Team and overseeing administrative staff to ensure the provision of quality services to the Parish community.

This will involve liaising with and providing information to parish groups such as the Finance Committee and Parish Pastoral Council. The role engages with Priests, other Canberra parishes and the Archdiocesan Office.

Duties include but are not limited to:

- Answering/forwarding and responding as appropriate to telephone calls, emails and physical mail and walk in visitors.
- The preparation of correspondence as required
- Support the preparation of the weekly bulletin: Print, photocopy, adding to noticeboard, placing a copy on file for archival purposes, uploading to parish web page
- Overseeing and keeping up to date the Parish Calendar
- Ensure forms, payment and bookings are completed correctly for Baptisms and Weddings.
- Prepare Baptism Certificates for weekend Baptisms
- Prepare Certificates as required by priests for RCIA, Confirmation, First Eucharist
- Maintain key registers/safe including conducting regular audits and changing PIN.
- Purchasing of office and church supplies and sourcing and purchasing liturgical resources
- Liaising with people both Parish and external who wish to hire Church meeting rooms/parish facilities and ensure appropriate contract and public liability insurance if applicable.
- Maintaining Parish Registers and records, including the Parish Data System (PACS)
- Maintaining the Sacramental records including retrieval of sacramental details from PACS or hard copy books by request.
- Maintaining employee records
- Liaise with Parish Schools to ensure all events are in the Parish Calendar
- Preparing the Annual Parochial Return and submit to the Archdiocese no later than 15 February of the next year
- Manage WWVP/WWCC checks for the parish and prepare the report to the IPSS in the Archdiocese via email at the end of March and September each year

- Ensure every volunteer has read and signed the Archdiocesan Child Protection Code of Conduct and this is recorded & updated in PACS with appropriate expiry dates
- Organise Annual Mass Count sheets each October & submit completed forms to the Archdiocese
- Manage the maintenance & upkeep of parish facilities & machines (this also includes upkeep & maintenance of parish kitchen)
- Ensure backup of all computer files are maintained if not using files on CGOnline
- Liaise with the Parish WHS representative and ensure the annual WHS report is sent to the Archdiocese at the end of July each year and a copy kept on file in the office.
- Ensure Sacristy Sheets (if not using the Visiting Clergy QR codes) are sent to IPSS in the Archdiocese at the end of March and September each year
- Liaise with and provide administrative support to the various groups and teams within the Parish
- Support of Parish events and activities

The Parish Priest reserves the right to vary this duty statement/position after consulting with you, in response to the changing needs of the Parish.

Selection Criteria

1. Capacity to understand and support the Catholic Church's mission in the Holy Spirit Catholic Parish
2. Experience in providing high level administration support with highly developed organisational skills
3. Highly developed skills in Word, Publisher, PowerPoint, Excel and the ability to learn new data management systems plus a basic knowledge of social media communications
4. Good personal communication skills, written and verbal
5. Ability to work in a team and build productive working relationships with both paid and volunteer people
6. Demonstrate the ability to take individual responsibility for the accurate completion of work and is able to apply the skills, knowledge and experience necessary to provide advice and support for a range of parish activities
7. Apply innovation initiatives to maximise the benefits of change and contribute to the improvement in quality and efficiency of services
8. Demonstrate the ability to understand and adhere to the importance of confidentiality due to the sensitive nature of certain information and an ability to act appropriately.

Personal Requirements

- Enthusiasm and the ability to build community
- Awareness of and a commitment to service
- An ability to self-manage work priorities and projects to ensure desired outcomes are achieved
- High level of people skills to communicate effectively at all levels
- An attitude of inclusiveness and welcome plus respect for the diverse experiences and perspectives of others
- Ability to encourage and develop the skills of others, particularly volunteers
- Ability to confidently lead/facilitate groups and individuals and delegate responsibilities as required

Conditions: Clerks – Private Sector Award, Level 5