

## Down and Connor Diocesan Trust



### **Ethos and Values required of all Employees**

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor, and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Catholic Church.

This includes:

#### **Respect for the inherent DIGNITY of every person:**

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact, and to contribute to a collaborative and supportive atmosphere among those with whom you work.

#### **Respect for Teaching and Practice:**

Our expectation is that everyone who works for the Diocese:

- will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church, and act in a manner that is consistent with the values and ethos of the Diocese.
- will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



<b>ROLE PROFILE: PASTORAL/ADMINISTRATION ASSISTANT ST COLMCILLE'S PARISH</b>	
<b>Reports to:</b>	<b>THE PARISH PRIEST</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>❖ Representing the parish and assisting the Parish Priest in mission and pastoral care by working with those in the parish who require spiritual and practical support.</li><li>❖ Providing confidential, efficient, and effective administrative support to the Parish Priest, and assistance to visitors and parishioners who visit or make contact with the Parish office.</li><li>❖ To effectively and efficiently manage and maintain the Parish Office.</li></ul>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"><li>- Maintaining a professional approach to work at all times;</li><li>- Projecting a professional image for St Colmcille's Parish at all times;</li><li>- Feedback from the Parish Priest and user groups;</li><li>- Compliance with and adherence to relevant legislation and regulatory requirements within the Diocese;</li><li>- Quality and accuracy of documentation and data completed, and efficiency of processing same to meet deadlines;</li><li>- Professionalism and helpfulness of telephone manner and efficiency of call</li><li>- Management;</li><li>- Adherence to a Ministry budget set by the Parish Priest and Finance Committee.</li></ul>	
<b>Detailed Responsibilities of this Role:</b>	
In fulfilling this role, the job holder undertakes the following activities:	
<b>PASTORAL DUTIES:</b>	<ul style="list-style-type: none"><li>- Assist with the development of youth &amp; family ministry in the parish of St Colmcille's (Children's Liturgy, Altar Servers' activities, GIFT, JPil Award, Alpha, Youth Alpha, &amp; Support for Fearless);</li><li>- Work closely with parish groups / schools;</li><li>- Attend parents' sacramental meetings;</li><li>- Assist in developing new pastoral initiatives within the Parish</li><li>- Assist with the design, coordination or implementation of programmes or activities, retreats, parish functions to facilitate family ministry;</li><li>- Assist with training of altar servers;</li><li>- Setup and co-ordinate an altar server club;</li><li>- Order catechetical materials, workbooks etc.;</li><li>- Process registration forms for all sacramental programmes; including receipt of Baptism Certificates;</li></ul>

	<ul style="list-style-type: none"> <li>- Maintain accurate record keeping and notification as appropriate;</li> <li>- Assist in preparing Liturgical Celebrations;</li> <li>- Work closely with other members of the parish team to provide various programmes for interested groups;</li> <li>- Provide information for the parish newsletter;</li> <li>- Have the flexibility to support the life of the parish.</li> <li>- Meet regularly with Parish Priest/Team;</li> <li>- Assist with updating and maintaining parish website.</li> </ul>
<b>ADMINISTRATIVE DUTIES:</b>	
Welcome, hospitality, typing, open post and separate mail:	
<b>2. WELCOME:</b>	<ul style="list-style-type: none"> <li>- While maintaining confidentiality on matters relating to the parish at all times, meet and greet all callers to the office/church and action requests/provide needed assistance, or refer to appropriate person;</li> <li>When appropriate/requested, offer hospitality to visitors to the parish.</li> </ul>
<b>3. TELEPHONE DUTIES:</b>	<ul style="list-style-type: none"> <li>- Deal with telephone calls, taking details of name, contact details type of query and communication of same to Parish Priest, or appropriate personnel;</li> <li>- Action answer machine messages.</li> </ul>
<b>4. MAIL DUTIES:</b>	<ul style="list-style-type: none"> <li>- Deal with incoming Email communications and respond as required;</li> <li>- Post: Sorting/distributing incoming mail and posting all outgoing mail.</li> </ul>
<b>SPECIFIC DUTIES:</b>	
<b>5. Typing, Booklet production, printing parish publications, social media, accounts, assisting with grant applications:</b>	<ul style="list-style-type: none"> <li>- Type all requests by the Parish Priest, as and when required;</li> <li>- Maintain a highly effective and user-friendly up to date and Diocesan/GDPR compliant filing system to include archiving;</li> <li>- Collate information for the weekly parish bulletin and prepare the weekly bulletin;</li> <li>- Update bulletin announcements on parish Facebook page;</li> <li>- Create PowerPoint presentations for meetings, Liturgies, etc. as Appropriate;</li> <li>- Manage the parish social media accounts and ensure the Website account is relevant and up to date;</li> <li>- Assist with grant applications.</li> </ul>
<b>6. Supporting the Sacramental Life of the Parish and updating Registers:</b>	<ul style="list-style-type: none"> <li>- Register and process details of new parishioners and update database. Action requests for parish information booklets, volunteer options, envelopes/Gift Aid forms, etc. and follow up with a 'welcome call' /arrange house blessings, if appropriate;</li> <li>- <u>Baptisms</u>: Assist with co-ordinating Baptism preparation meetings;</li> <li>- <u>Weddings</u>: Process Wedding Booking Request forms, co-ordinate bookings and oversee church/civil paperwork completion and filing;</li> <li>- <u>Funerals</u>: Obtain details of the deceased, next of kin, etc. and follow Funeral procedures. Liaise with the Sacristan re: Mass Intentions, church Bookings, etc.;</li> <li>- Visiting Priests: Assist the Parish Priest in ensuring all Diocesan Policies/procedures re Visiting Priests are followed and recorded as required;</li> </ul>

	<ul style="list-style-type: none"> <li>- Update registers, both hard and soft copies, and issue certificates when requested for: <ul style="list-style-type: none"> <li>&gt; Baptism</li> <li>&gt; Confirmation</li> <li>&gt; Marriage</li> </ul> </li> <li>- Forward information to Diocese/relevant parishes as required.</li> </ul>
<b>7. DATABASE:</b>	<ul style="list-style-type: none"> <li>- Collate/update date and information onto parish computer systems;</li> </ul>
<b>MISCELLANEOUS TASKS:</b> <b>This is a list of duties that may be required from time to time, but not necessarily every week.</b>	<ul style="list-style-type: none"> <li>- Maintain up-to-date lists of Extraordinary Ministers of the Eucharist, visitation/sick calls, etc.;</li> <li>- Type minutes of church committee meetings - as submitted, and/or requested, and keep a comprehensive file of all minutes;</li> <li>- Send out notices of meetings of all committees as requested;</li> <li>- Operate the Parish computer system in the daily task of organising and implementing church business;</li> <li>- Assist in maintaining the master calendar of all church activities and of all events taking place in church facilities;</li> <li>- Photocopy documentation as required; Maintain a diary, schedules and calendar and arrange appointments for the Parish Priest as needed;</li> <li>- Assist with the maintenance of an orderly working environment.</li> </ul>
<b>GENERAL:</b>	<ul style="list-style-type: none"> <li>- Compliance with and adhering to Diocesan policies and procedures, GDPR and Health &amp; Safety legislation at all times;</li> <li>- Maintaining confidentiality on matters relating to the Parish and the Diocese of Down and Connor at all times.</li> </ul>
<p><b>JOB DESCRIPTION REVISION:</b>  This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the Parish Office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish and Parish Office.</p>	

## PASTORAL/ADMINISTRATION ASSISTANT

**ST COLMCILLE'S PARISH, BALLYHACKAMORE, BELFAST, BT4 3JB**

### PERSON SPECIFICATION

ESSENTIAL CRITERIA:	
<b>ACADEMIC/ VOCATIONAL QUALIFICATIONS/ KNOWLEDGE &amp; EXPERIENCE:</b>	<ol style="list-style-type: none"> <li>1. At least two years' experience in youth ministry/youth work holding or working towards a recognised youth work qualification, level 2 or above gained in a Youth Ministry context;</li> <li>2. Knowledge of and experience in the maintenance and updating of websites.</li> <li>3. IT literate in respect of Microsoft Office Software packages (Word, Excel, PowerPoint, Publisher, and Outlook).</li> <li>4. Website/Social Media experience.</li> <li>5. Experience of relating with respect and ease to children, young people, and adults and to enjoy working with groups.</li> <li>6. A willingness to give time to the preparation of the sessions and the coordination of groups.</li> <li>7. Experience of coordinating Training Programmes.</li> <li>8. Knowledge of resources available within the Diocese to develop support systems for parish lay ministers.</li> <li>9. A general understanding of the social and moral teachings of the Catholic Church.</li> <li>10. A clear commitment to the work and mission of the Diocese of Down and Connor.</li> </ol>
<b>COMPETENCIES &amp; ABILITIES:</b>	<ul style="list-style-type: none"> <li>- An appreciation for the need for sensitivity and confidentiality;</li> <li>- Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone;</li> <li>- Excellent planning and organisational skills, able to prioritise and meet tight deadlines;</li> <li>- Good communication skills;</li> <li>- Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times;</li> <li>- Ability to work methodically and consistently;</li> <li>- Ability to work well as part of a team.</li> </ul>
<b>LOCATION:</b>	<b>St Colmcille's Parish, Ballyhackamore, Belfast, BT4 3JB</b>
<b>HOURS of WORK:</b>	<b>20 HOURS PER WEEK to be allocated as follows:</b> (8 Hours Pastoral Duties and 8 Hours dedicated to office administration duties, 4 hours flexible for duties as assigned by the Parish Priest).
<b>REMUNERATION:</b>	<b>£ 11.50 gross per hour</b>
<b>ANNUAL LEAVE</b>	<b>32 days per annum which is inclusive of 12 customary holidays.</b> <b>[Pro-rata for part-time employees]</b>

**NB. Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.**