

# 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.



## RASHARKIN PARISH

<b>ROLE PROFILE: CARETAKER - ST. OLCANS PARISH CENTRE</b>	
<b>Reporting and Accountable to:</b>	<b>PARISH PRIEST</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>❖ Ensuring the Parish Centre and grounds are maintained to the highest standard; clean, safe, secure and welcoming to all who use them.</li><li>❖ Opening and closing the Parish Centre and reporting all maintenance issues identified to the Parish Priest.</li><li>❖ Carry out general checks of all adjacent Parish property.</li></ul>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"><li>- Feedback from the Parish Priest, the Parish Team and 3<sup>rd</sup> Party Providers;</li><li>- Professionalism and helpfulness in dealing with others, both internally and externally;</li><li>- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;</li><li>- Quality and accuracy of documentation and data completed and efficiency of processing same to meet deadlines;</li><li>- Maintaining a professional approach to work at all times;</li><li>- Projecting a professional and reputable image for the Parish at all times.</li></ul>	
<b>Detailed Responsibilities of this Role:</b>	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <p><b>CARETAKER Role is responsible for:</b></p> <ul style="list-style-type: none"><li>• Maintenance, cleaning and upkeep of the Parish Centre and surrounding grounds;</li><li>• Ensuring inside and outside of all buildings are presentable at all times;</li><li>• Acting as the first line response to reactive repairs, carry out minor repairs;</li><li>• Respond to repair requests quickly and in a professional manner;</li><li>• Welcoming new users of the Centre and providing guidance on the safe use of the space;</li><li>• Assist with Centre bookings under direction of Centre committee;</li><li>• Be in attendance during events;</li><li>• Ensuring rooms are set up/tidied away when used for a Parish activity;</li><li>• Carry out regular checks of buildings in areas of high footfall to ensure all facilities are clean and well stocked, e.g.; toilets;</li><li>• Carry out checks on equipment etc., and replenish supplies when required;</li><li>• Perform routine cleaning tasks based on a schedule as agreed with the Parish Priest;</li></ul>	

- Daily tasks will include dusting, sweeping, mopping, emptying bins and vacuuming of communal areas;
- Use cleaning supplies and equipment to keep the interior and exterior of the buildings looking pristine and professional;
- Litter picking around the Parish grounds, sorting recycling and bin rotations;
- Disposal of rubbish in the designated rubbish collection area;
- Carry out deep cleaning as and when requested by the Parish Priest;
- Mix and dispose of all cleaning solutions appropriately;
- Stock control of all cleaning materials and replace as necessary;
- Ensure cleaning products and equipment are stored away safely and securely when not in use;
- Carry out and document routine inspections as required, e.g., weekly fire safety check;
- Ad hoc portage duties e.g., moving furniture/boxes, etc;
- Report any accidents, incidents, or repairs to the Parish Priest in a timely manner;
- Adhere to Health & Safety Policy when undertaking tasks and whilst on the premises;
- Co-operate with other staff and visitors to the Parish Centre.

**SECURITY:**

- The security of the Parish Centre and grounds, (unless adequate alternative arrangements have been agreed). This will include, as needed:
  - unlocking and locking of the Parish Centre when required;
  - opening and closing windows, operating the intruder alarms, putting lights on/off, and heating on / off as needed.
  - become the primary key holder to respond to any fire alarms, intruder alarm alerts and any other ad hoc emergency situations
  - keep all keys secure and not to entrust any key or keys to a third party, and to be personally responsible for opening and closing the premises at all times.

**GENERAL:**

Must be flexible in working times, must be available on evenings and weekends to facilitate events.

- Adhere to the policies and procedures of Rasharkin Parish, the Diocese of Down and Connor, and all relevant statutory bodies, regulations and requirements;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

**JOB DESCRIPTION REVISION:**

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 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.

**CARETAKER  
ST OLCAN'S PARISH CENTRE  
RASHARKIN PARISH**

**PERSON SPECIFICATION**

<b>ESSENTIAL CRITERIA - QUALIFICATIONS and EXPERIENCE:</b>	
<b>QUALIFICATIONS AND EXPERIENCE:</b>	<ol style="list-style-type: none"> <li>1. Minimum of one years' experience in a caretaking position with maintenance duties;</li> <li>2. Good experience of Health and Safety regulations;</li> <li>3. Ability to walk, bend, push, pull and lift repetitively during working hours to facilitate the carrying out of the responsibilities within the role;</li> <li>4. Confident, polite and courteous communicator with the ability to build and maintain strong relationships, able to work on own initiative and have ability to multitask;</li> <li>5. Exceptional customer service experience, able to prioritise and manage various tasks simultaneously;</li> <li>6. A general understanding of the social and moral teachings of the Catholic Church;</li> <li>7. An appreciation of the need for sensitivity and confidentiality.</li> </ol>
<b>COMPETENCIES REQUIRED TO FULFILL THIS ROLE:</b>	<ul style="list-style-type: none"> <li>- Ability to work methodically and consistently.</li> <li>- Ability to work flexible hours.</li> <li>- Have integrity, honesty, patience.</li> <li>- Respect for the values, teaching and mission of the Catholic Church.</li> </ul>
<b>LOCATION:</b>	<b>ST MARY'S CHURCH, 9 GORTAHAR ROAD, RASHARKIN, BT44 8SB</b>
<b>SALARY/HOURLY RATE OF PAY:</b>	<b>£11.44 gross per hour</b>
<b>HOURS of WORK:</b>	<p><b>12 hours per week, work pattern to be agreed.</b></p> <p><b><u>Ability to work flexible hours is required from the post holder including evenings, weekends and occasional anti-social hours.</u></b></p>
<b>ANNUAL LEAVE:</b>	<p><b>32 days per annum which is inclusive of 12 customary days of holiday.</b></p> <p><b><u>[Pro-rata for part-time employees]</u></b></p>