

POSITION DESCRIPTION – SCHEDULE ONE

- Position:** Parish Administrator
- Classification:** Part time, 28 hours per week
Job Share Position
- Reporting to:** Parish Office Manager
- Collaboration is required with Co-Administrator

1. ORGANISATION PURPOSE

The parish exists to support the mission of the Church. The fundamental purpose of each staff member's position is to enhance the growth of the faith communities we all serve. To meet these goals, staff work within, and across teams with a spirit of collaboration and a readiness to engage from time to time in tasks or projects that fall beyond particular job descriptions. All parish positions support the Bishop's role as Shepherd of the Diocese.

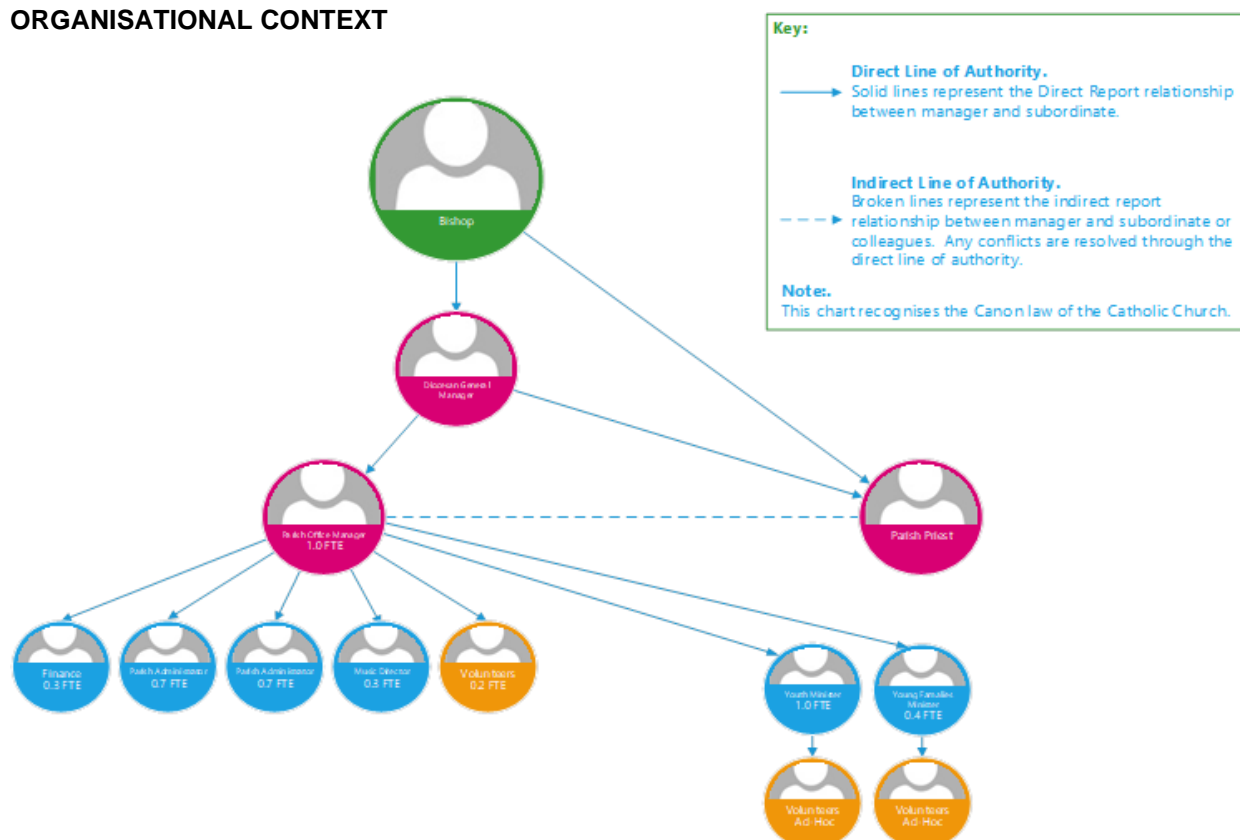
2. PURPOSE OF THE ROLE

The Parish Administrator is an integral part of the Parish Office Team, the 'face' of the Parish Office. The purpose of this role is to grow the parish community through organizing and enthusing parishioners to take up all aspects of service and presence throughout the life of the Parish. The Parish Administrator provides the organizational structure and administrative support to enable this to happen.

3. PRINCIPAL ACCOUNTABILITIES

The following are the principal accountabilities of the role. These accountabilities may change to reflect changes in the organisational goals and strategic focus.

ORGANISATIONAL CONTEXT



1. Administration

To provide efficient and effective office administration to support Parish activities

Means (how you will achieve it)

- Manages all inward and outward mail and files
- Preparation of materials, Gospel readings resources to support parish groups and ministries.
- Acquisition of office and Liturgical resources as and when required; order supplies for the parish, offices, parish shop, maintain and order hospitality supplies.
- Manage Rosters and provide supervision/oversight to the Volunteer co-ordinators
- Editing of the Website, social media and Parish Communications
- Records and maintains all sacramental registers, parish diary, Church/Hall bookings and events
- Oversees and controls the security of the Parish Office and Churches, including records of key usage and the use of St Joseph's Hall
- Develop and maintain avenues of communication, including newsletter, ensuring that all relevant personnel are informed of the activities, initiatives, and events in the life of the parish and diocese
- Assisting with special projects and any other work as requested by the Parish Priest and Office Manager
- Works with volunteers collaboratively, giving direction where needed, to ensure they are supported to fulfil their role for the parish – whether this is in the office or throughout the parish community.
- Ensure the Sunday collection is banked at the TSB or BNZ, on the first possible day after the weekend Masses; manage petty cash and sundry receipts.
- Prepare welcome packs for new parishioners
- Ensure church notice boards and display tables are kept up-to-date and tidy.

2. Pastoral

To support all activities, initiatives, and events in the life of the parish and diocese

Means (how you will achieve it)

- Support the Parish Manager, the Ministry Team, Leadership Team, Parish Finance Committee and all other Parish Committees and ministries, to achieve their goals.
- Maintaining the various parish databases updating information on new and existing parishioners
- Completing and recording information into PACS/Infoodle
- Assisting the Young Families Ministry with School led masses and liaising with schools
- Scheduling Baptisms – Pre-Baptism and Post event recording in Registers
- Providing support for Christmas and Easter Liturgy
- Attending weekly Ministry Team meetings.

3. Reception Service

To provide front of house service to Parish members and the community

Means (how you will achieve it)

- Providing a warm and welcoming office reception and makes connection to the appropriate person or ministry
- Manage PABX system
- Schedule appointments in Outlook for all Ministries Calendars including Preference.
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4. COMPETENCY REQUIREMENTS

Planning and Organising	Sets clearly defined objectives. Plans activities and projects well in advance and takes account of possible changing circumstances. Manages time effectively. Identifies and organises resources needed to accomplish tasks. Monitors performance against deadlines and milestones.
Following instructions and procedures	Appropriately follows instructions from others. Follows procedures and policies. Keeps to schedules. Arrives punctually for work and meetings. Demonstrates commitment to the organisation. Complies with legal obligations and safety requirements of the role.
Working with people	Demonstrates an interest in and understanding of others. Adapts to the team and builds team spirit. Works collaboratively with co-administrator Recognises and rewards the contribution of others. Listens and consults others and communicates proactively. Supports and cares for others. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

Delivering Results Meeting Customer Expectations	<p>Focuses on customer needs and satisfaction.</p> <p>Sets high standards for quality and quantity.</p> <p>Monitors and maintains quality and productivity.</p> <p>Works in a systematic, methodical and orderly way.</p> <p>Consistently achieves project goals.</p>
Coping with pressures and setbacks	<p>Works productively in a high pressure environment.</p> <p>Keeps emotions under control during difficult situations.</p> <p>Balances the demands of work and personal life.</p> <p>Maintains a positive outlook at work.</p> <p>Handles criticism well and learns from it.</p>
Professional Development	<p>To undertake training as identified or required to keep up to date with current practices.</p> <p>To engage willingly in an Annual Performance Appraisal process.</p>

5. KNOWLEDGE, EXPERIENCE AND PERSONAL ATTRIBUTES

- 5+ years experience in a reception/administration role, or similar
- Exceptional communication and interpersonal skills – friendly telephone manner.
- Strong organisational skills, particularly relating to time management, stress management, administration and the meeting of deadlines
- Proficient in Microsoft Office with proven experience using Excel, Publisher, PowerPoint, Outlook and Word
- Strong team focus and commitment to provide exceptional customer service to both internal and external stakeholders
- The ability to adapt to and work effectively to various working situations and individuals
- Exceptional organisational skills with a high consideration to detail and accuracy
- Trustworthy, honest, respectful, and flexible.
- To uphold a code of confidentiality in all aspects of Parish life.
- Have a commitment to the principles and teachings of the Catholic Church
- Demonstrate reliability and a strong work ethic.
- Excellent handwritten skills.
- The ability to follow instruction, adapt to changing schedules, priorities and environments.
- The ability to converse effectively with a wide range of people from different cultures and organisations.
- Has a level of fitness and stamina to complete daily assigned tasks
- Have a NZ Driver's Licence
- Be able to provide a My Vaccine Pass and undergo Police Vetting.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes.

This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Parish Administrator

Date

Approved by:
Diocesan General Manager/Parish Priest
Catholic Parish of New Plymouth

Date