



### **Role: Office Administration Assistant**

Working closely with the Parish Priest subject to a Diocesan Contract and DBS clearance

Hrs: A minimum of 6hrs per week over 2/3 days. Flexibility important.

Rate of Pay £ 14.00 per hour

Situated between Chester's main shopping area and the picturesque Grosvenor Park, our church represents the heart of the Catholic faith in the city. The Parish covers much of the area south and east of the city centre, and we welcome many visitors to our city, Catholic and non-Catholic alike. St Werburgh's Parish is a vibrant community, and we place a great emphasis on welcome to all visitors and especially to new parishioners, so that you feel part of that community from the outset.

#### **Job Responsibilities.**

- Check Mail
- Respond to and route emails appropriately.
- Diary appointments- Meetings, Baptisms, Marriages, Funerals, Diocesan and Deanery Events, Hospital and Nursing Homes, Prison etc.
- Liaise with Trades people when necessary.
- Gather newsletter items in preparation for PP to craft newsletter.
- Gather items for Parish Council agenda, circulate.
- Take minutes for Parish Council
- Answer telephone, front door and monitor answerphone.

#### **Qualifications and Skills**

##### **You will need :**

- Administration skills.
- Strong organisational skills.
- Be thorough and pay attention to detail.
- The ability to work well with others.
- The ability to work on your own initiative.
- To be flexible and open to change.
- Excellent verbal and written communication skills.
- Sensitivity and understanding.
- Experience in similar roles.
- Proficient with office software(eg Word, XL, Powerpoint, Zoom).
- To provide references both character and business.

#### **Application Process**

Email CV (with referees contact details) and letter of application to Father Paul Shaw @

[werburgh465@btinternet.com](mailto:werburgh465@btinternet.com)