

**DIOCESE OF ARUNDEL AND BRIGHTON**  
**The Arundel & Brighton Diocesan Trust is a Registered Charity No. 252878**

**JOB DESCRIPTION – PARISH SECRETARY/OFFICE ADMINISTRATOR**

**MAIN RESPONSIBILITIES**

To provide an efficient secretarial service and personal assistance to the Parish Priest and parish clergy.

**RESPONSIBLE TO**

The Parish Priest

**IMPORTANT RELATIONSHIPS**

Other Parish Clergy  
Parish Treasurer  
Regular Volunteers

**KEY ACCOUNTABILITIES**

Word processing as required  
Dealing sympathetically with telephone enquiries  
Greeting visitors  
Relaying messages  
Sorting incoming and despatching outgoing mail and email  
Banking of monies when necessary (not main offertory)  
Maintaining parish database  
Managing petty cash  
Filing and archiving  
Making payments against invoices (when required)  
Ordering and taking delivery of stationery and church supplies  
Co-ordinating office and church machinery/equipment maintenance  
Hospitality  
Photocopying and printing  
Other duties as may be required

**OFFICE SKILLS**

Good telephone manner  
Fast typing speed, good knowledge of word processing  
Good standard of literacy and numeracy  
Ability to deal with correspondence and enquiries independently  
Methodical approach to processing information and filing  
Knowledge of shorthand (desirable but not vital)  
Ability to disseminate information quickly and effectively

**PERSONAL QUALITIES**

Confidentiality and discretion  
Honesty and integrity  
Friendly and relaxed manner in dealing tactfully with all visitors or callers  
Treating all staff, visitors and callers with respect and courtesy  
Clarity of expression and good communicator  
Willingness and ability to help and work co-operatively with other staff members