



## **Our Lady of Lourdes Parish Steelstown**

### **Parish Secretary 20 hours per week**

Application packs are available to download at [www.steelstownparish.com](http://www.steelstownparish.com) or by telephone: 71351718.

Completed applications must be returned no later than **Friday, 6 March** at **3pm** to The Parish Priest, 11 Steelstown Road, Derry, BT48 8EU.



Our Lady of Lourdes Parish,  
Steelstown

11 Steelstown Road, Derry, BT48 8EU

Tel: 028 7135 1718

Email: [steelstown@aol.com](mailto:steelstown@aol.com)

Date: As post mark

Dear Applicant

**Re: Parish Secretary**

Thank you for your interest in the above position. The salary range is from £7,800 to £9,880 depending upon qualifications and experience.

Please find enclosed:

1. Job Description and Specification;
2. Application Form.

Applications must be submitted no later than 3pm on Friday 6 March to the Parish Priest at the address above.

Yours sincerely

Rev. John Mc Devitt

# Job Description

**Job Title:** Parish Secretary

**Reporting to:** Parish Priest

**Hours of work:** 20 hours per week

**Place of work:** Parish Office, 11 Steelstown Road, Derry.



## Job Role

Reporting to the Parish Priest the role entails provision of full secretarial support. This will be inclusive of all administrative duties, payment of accounts due and maintenance of accurate and timely records of all the income and expenditure of the parish using both manual and computerised systems.

## Responsibilities

### 1. General Duties

- 1.1 Maintenance and filing of all parish records.
- 1.2 Typing of official parish correspondence, bulletins, programmes or tickets for special events.
- 1.3 Maintenance of the PP's diary, email correspondence, telephone calls and other associated administration.
- 1.4 Provision of clerical support for the Parish required by the Parish Priest, Parish Manager or members of the Parish Clergy and Parish Team.
- 1.5 Provision of clerical support for Parish Committee Members and parishioners undertaking parish work.
- 1.6 Clerical provision for compilation of sacramental programmes.
- 1.7 Provide assistance to the PP in his dealings with community organisations.
- 1.8 Collation of information in respect of weekly collections, to allow the successful completion of Gift Aid claims.
- 1.9 Answer telephone and greet visitors at door as and when required.
- 1.10 Maintenance and ordering of stationary, church supplies etc.
- 1.11 Preparing, printing and web publishing of the weekly Parish Newsletter.
- 1.12 Maintaining and updating information on the Parish Website.
- 1.13 Typing and copying bidding prayers and announcement sheets.
- 1.14 Typing up weekly rotas.

### 2. Record Keeping

- 2.1 Maintenance of parishioner database in accordance with data protection legislation and guidelines.
- 2.2 Record Parish Registration Cards onto database and copy to relevant member of the parish team. Prepare welcome letters.
- 2.3 Maintaining Sacramental and Parish registers using manual and computerised systems.
- 2.4 Issuing of baptismal and marriage certificates.

### **3. Financial**

- 3.1 Accurate recording of weekly collections and donations to the Parish using both manual and computerised systems.
- 3.2 Completion of the Annual Financial Summary and statistics for submission to the Bishop's office.
- 3.3 Calculation of PAYE for all parish employees, production of their wages on both a weekly and monthly basis and the submission of PAYE returns on a monthly and yearly basis to the Inland Revenue.
- 3.4 Administer and record all Parish finance.
- 3.5 Administer the annual Gift Aid claim.
- 3.6 Responsibility for the banking of all parish funds.
- 3.7 Liaise with the Parish Finance Committee and bank to maintain knowledge of financial matters.

### **4. Additional Duties**

- 4.1 Preparation of paperwork for Parish Committee Meetings and circulation to members.
- 4.2 Organise rotas for church ministries (readers, Eucharistic ministers etc.)
- 4.3 Maintenance of comprehensive files for the parish committees.

- 5. Any other reasonable requests made by the Parish Priest.

## **Job Specification**

Applicants must demonstrate:

- Excellent communication skills
- Ability to work on their own initiative
- Excellent organisational skills

### **Essential Criteria**

- Applicants must possess a minimum of 5 GCSE's including Maths and English to grade C, or equivalent.
- 2 years relevant administrative experience
- Proficient in Microsoft Office
- Experience in the use of and knowledge of a relevant payroll or accounting package.

### **Desirable Criteria**

- A third level qualification in a business or secretarial discipline.

**The selection panel reserves the right to enhance selection criteria.**



## Our Lady of Lourdes Parish, Steelstown

11 Steelstown Road, Derry, BT48 8EU

Tel: 028 7135 1718

Email: steelstown@aol.com

### Application for Employment

**Please complete in clearly written or typed BLACK ink. Please DO NOT enclose CVs as they will not be considered.**

Job Title: Parish Secretary Hours: 20 hours per week

Title: \_\_\_\_\_

First name(s): \_\_\_\_\_

Surname: \_\_\_\_\_ Home Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Postcode: \_\_\_\_\_ N I No. \_\_\_\_\_

#### EMPLOYMENT HISTORY Present/most recent post

Job/title: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates from/to: \_\_\_\_\_ Salary: \_\_\_\_\_

Please outline main responsibilities:

Reason for seeking new position/ leaving:

Period of notice required:

**EMPLOYMENT HISTORY****Previous posts**

(please start with the most recent and continue on additional sheet if necessary)

Name and address of employer	Job title and description of duties	Dates (from and to) month/year	Salary	Reason for leaving

Please give details and an explanation of any gaps in your employment history:

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*(N.B. We retain the right to seek references from all previous employers)*

QUALIFICATIONS				
Name and address of institution	Courses taken/subjects	Dates (from - to)	Full/ part-time	Qualifications* / grade
<b>Other relevant training or work related skills</b> (e.g. short courses, first aid, languages, work-based NVQ etc.)				
Are you undertaking any course or study at present? If so give details:				
Please specify your IT knowledge (software packages etc), skills and experience.				

## SUPPORTING STATEMENT

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the post and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the post
- Reasons for applying and the contribution you feel you will make to the post

## PROFESSIONAL MEMBERSHIP

Name of professional body:	Grade of membership and whether by examination:	Date:



## ADDITIONAL INFORMATION

Dates when you are unavailable for interview (e.g. holidays):

Do you have the right to work in the United Kingdom?

(We require proof of entitlement at Interview stage)

Educational certificates must be provided at interview for verification.

**Yes / No** (if No, please explain on separate sheet)

Do you have a full driving licence?

**Yes / No**

## DISABILITY DISCRIMINATION ACT 1995

Steelstown Parish welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.”

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process.

If you consider yourself to have a disability or require assistance at any stage of the selection process please contact the Parish Priest on 028 71351718.

## DATA PROTECTION ACT 1998 AND REHABILITATION OF OFFENDERS ACT 1974

Information held by Steelstown Parish complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the ‘personal details’ section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments for security and administration purposes.

Please give details in the table below of any convictions, which are NOT SPENT in accordance with the Act and of any current court proceedings. These will not automatically exclude you from employment:

**IF NONE, THEN STATE “NONE” IN THE BOX BELOW:**

Conviction for	Sentence	Date

## EQUAL TREATMENT AND DIVERSITY

Steelstown Parish believes in valuing diversity. We welcome and encourage applications regardless of age, gender, sexual orientation, race, religion, belief or disability. Equal opportunities will be afforded to all job applicants in all stages of the recruitment process and appointments based solely on merit.

## References

Please provide us with two references one of which must be your current/ most recent employer. Family members or employees of the parish must not be used.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Can we contact your current/ most recent employer before interview: Yes / No.

**Please sign to confirm that the information given on this form is complete and accurate, and also to confirm that you understand that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges).**

**Signed:**

**Date:**

Applications should be returned to:

The Parish Priest  
Re: Job Application  
The Parochial House  
11 Steelstown Road  
Derry  
N. Ireland  
BT48 8EU.

**To be received no later than 3pm on Friday, 6 March 2015.**