



## Parish Secretary

- The Lakes Parish – Northern Beaches
- Permanent Part Time – 26 hrs per week
- Mon – Fri 8.30am – 3.30pm (flexible)
- \$35 per hour plus super

As the Parish Secretary you will work with the Parish Priest and parish team to oversee the administration functions of a busy parish office.

### About the Role

The Parish Secretary works with the Parish Priest to:

- Provide administrative support to the Parish Priest, Parish Finance Council and other parish groups including general administration;
- Maintain parish databases including ensuring that sacraments and other parish activities are properly recorded;
- Maintain effective relationships with parishioners, Parish schools and other parish and parish stakeholders;
- Produce parish communications including the Parish Bulletin, Parish directories and other parish information for circulation in a variety of medium including digitally;
- Provide relief during staff absences;
- Welcomes visitors to the Parish;

The role reports to the Parish Priest of The Lakes Parish.

### About You

You are experienced in office administration. You have a personal commitment and understanding of the Catholic Church and have ideally worked with parish communities in the past. You have a comprehensive knowledge of contemporary administration processes and understand parish communities. You have exceptional skills in managing and maintaining harmonious relationships with those communities while meeting the demands of a busy Parish Priest. You have excellent oral and written communication skills, are highly organised and proficient in contemporary word processing software, spreadsheets and publication apps.

This role has been assessed as requiring a Working With Children Clearance (**WWCC**) and Police Check prior to appointment.

You will be able to meet most of the following selection criteria:

1. A personal commitment to the Catholic faith and an understanding of the Catholic Church and parish communities;
2. A comprehensive knowledge of contemporary office administration processes;
3. Experience working cooperatively and productively with volunteers in a Christian environment;



4. Experience drafting digital bulletins or other communication materials using Publisher or other publication apps;
5. A proven record of working harmoniously with stakeholders to achieve positive outcomes;
6. Proficient skills in contemporary computer applications including the Microsoft Office suite;
7. Excellent organisational skills and the ability to prioritise and reorganise priorities;
8. Excellent word processing, telephone and diary management skills;
9. Excellent written and verbal communication skills including the ability to draft letters and other communications;
10. Working with Children Check (**WWCC**) clearance and Police Check;
11. A current NSW driver's licence.

### **Benefits of working with us**

As an employer that genuinely values our staff, we offer:

- A competitive salary that recognises your qualifications and experience;
- Family friendly hours: Tues – Fri 9:00am – 3.30pm;
- A friendly working environment;
- A challenging and exciting role that makes a significant contribution to Catholic parish ministry.

### **From our end**

Applicants for the position should include:

- A **Cover letter** explaining why you are interested in the role and how your experience and capabilities align with the selection criteria in relation to undertaking this role; and
- **Curriculum Vitae**

If you would like to apply for the role, please email your application to [robert.borg@bbcatholic.org.au](mailto:robert.borg@bbcatholic.org.au)

### **Applications close on Friday 5 July 2024.**

If you are interested please don't delay. Apply now as applications will be reviewed as they are received and we may close an advertisement prior to any disclosed close date.

Only candidates with the right to live and work in Australia should apply. No sponsorship is available for this position.

No agency contacts please. This position is being managed internally.