

# **DIOCESE OF ARUNDEL AND BRIGHTON**

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

## **JOB DESCRIPTION – PARISH RECEPTIONIST**

### **MAIN RESPONSIBILITY**

To provide an efficient administrative service and personal assistance to the Parish priest and parish clergy.

#### **RESPONSIBLE TO:**

The Parish priest

#### **IMPORTANT RELATIONSHIPS**

- Other Parish Clergy
- Chair of Parish Finance Committee
- Other administrative staff
- Visiting clergy
- Volunteers
- Catechists

#### **KEY ACCOUNTABILITIES**

##### **To provide administrative service and assistance to the Parish Priest**

- Co-operating with the other administrative staff
- Dealing sympathetically with telephone enquiries
- Relaying messages
- Photocopying and printing
- Maintaining and updating the Parish Diary - Mass Intentions, etc
- Filing and archiving
- Co-ordinating office machinery maintenance
- Administration of telephone system and equipment
- Greeting visitors
- Hospitality
- Other duties as may be required
- Maintaining and updating the Parish Database
- Liaising with Sacristans at both churches - stock, etc
- Manage and update all Stationary stock
- Assist Catechists with administration of Sacramental programmes
- Assist in management of Hall hire bookings
- Receiving payments for Mass Intentions and Hall hire

#### **OFFICE SKILLS**

- Fast typing speed, excellent knowledge of word processing
- Methodical approach to processing information and filing
- Good telephone manner
- Experience of email and internet

- Ability to disseminate information quickly and effectively

## **JOB DESCRIPTION – PARISH RECEPTIONIST – continued**

<b>PERSONAL QUALITIES</b>
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- Willingness and flexibility to learn and adopt new skills
- Friendly and relaxed manner in dealing tactfully with clergy in particular, but also with all visitors and callers
- Willingness and ability to help and work co-operatively with other staff members and volunteers
- Treating all staff, visitors and callers with respect and courtesy
- Clarity of expression and good communicator
- Be willing to take on delegated responsibilities
- Honesty and integrity
- Confidentiality at all times
- Empathy when dealing with delicate situations