

THE CATHOLIC PARISH OF  
**BOGNOR REGIS AND SLINDON**

We are followers of Jesus, on fire with his love,  
sharing that love with each other and with the world.



## Job Description

### *Parish Administrator*

**Responsible to:** The Parish Priest

**Function:** To provide support in an administrative capacity to the Parish clergy. Oversee the management of the parish office, building maintenance and equipment issues, security, fire and health and safety; reporting by way of weekly meetings with the Parish clergy.

#### **Main Responsibilities:**

##### **Personnel**

- To manage and supervise the paid and voluntary staff involved in the administration of the parish and its premises.
- Be a member of the Parish Finance Committee.

##### **Health and Safety**

- Manage, with the help of volunteers, the Health and Safety function ensuring the Parish meets all legal and diocesan requirements through the Safety Toolbox programme.

##### **Buildings maintenance**

- Oversee the management of the day to day maintenance/repair issues that arise in respect of buildings and equipment. Identify suitable contractors. Obtain approval where required of the Parish Finance Committee and Diocesan Finance. Sign off invoices.
- Manage the review of all service charges for all church properties. Decide on suppliers and approve terms of any contracts negotiated.

##### **The Parish Centre**

- Oversee the management of the Parish Repository shop.

- Oversee and approve the appointment of cleaning contractors for the Parish Centre and oversee the church cleaning activities at Our Lady of Sorrows.
  - Oversee the catering activities at the Parish Centre and approve purchases of supplies and equipment when appropriate.
  - Liaise with groups outside the parish using the Parish Hall and/or the Parish Centre.
  - Make recommendations for the Parish Centre regarding computer systems, equipment and software requirements. Organise and assist in implementation of new systems.
  - Ensure the security of Our Lady of Sorrows and Parish Centre through key and alarm systems. Control issue of keys and maintain Key Register.
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- Oversee all projects within the remit of the Parish and perform all other duties as may be reasonably requested by the Parish clergy.

**The jobholder is expected to...**

- ... be flexible to meeting the ongoing and changing needs of the parish undertaking all tasks reasonably expected of the role;
- ... greet and engage with all visitors and contractors in a friendly and welcoming manner;
- ... run a professional office at all times, especially with regard to GDPR and other workplace obligations;
- ... be able to manage their time effectively; and
- ... have up-to-date computer literacy.

Total confidentiality is required and expected at all times.