

## Job Description

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Job title:	Admin Support
Reports to:	The Reverend Administrator
Relates to:	Youth Development Worker, Finance Officer, Sacristan, Parish Committees and Groups
Location:	St. Colmcille's Parish, 191A Upper Newtownards Road, Belfast
Hours of work:	13 hours per week
Salary	£7.50 per hour

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### Background

St. Colmcille's is located in Ballyhackamore, East Belfast, less than 3 miles from the city centre and is a vibrant Parish blessed with people who have vision and an enriched sense of community. All of us will have the opportunity to use our gifts and talents as a family community to address the needs of our times and shape a parish which has a place for everyone in its heart.

We share and work with other Churches in the area and in the spiritual and social mix which takes place in the life of St. Colmcille's.

St Colmcille's Parish is an equal opportunities employer.

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### Main purpose of the role

The primary purpose of this role is to provide administrative support to the Reverend Administrator (hereafter Administrator) and all relevant Parish staff and to Committees and Groups as advised by the Administrator and to take on small projects that will deliver improved organisation and effectiveness of the Parish office function including supporting the Parish with the introduction of Digital solutions to office processes as well as ensuring updated and effective website and all other social media communications.

The post holder is required, at all times, to protect the reputation and integrity of the Parish and others through strict confidentiality; to demonstrate a high level of trust and create an environment that is inviting to all with whom they come into contact whilst carrying out their duties.

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## Key duties and responsibilities

### Administration

- Ensure effective running of the office and all related communications such as: dealing with emails, post, photocopying; taking bookings; ordering of stationery and other supplies
- Prepare and print weekly bulletin and other Parish booklets or communications as required
- Deal with parishioners, according to agreed process, in relation to arranging dates and appointments for Sacramental Celebrations such as Baptisms, Weddings and Funerals, ensuring all necessary paperwork and procedures are completed
- Maintain a highly effective, up to date and compliant filing system
- Work collaboratively with the team in delivering effective office administration
- Provide administration support to the Youth Development Worker and others if required
- Maintain good security practices through locking up of church, safety of keys etc
- When requested, supports with events through ordering and provision of supplies, allocation of keys, booking of rooms and other such duties
- Ensure rigid recording and adherence to compliance, statutory regulations and Diocesan matters

### Website and Social Media

- Manage social media day-to-day activities
- Responsible for updating of the website and all social media updates and activity
- Seek opportunities and makes recommendations to improve the use of social media e.g. to develop 'followers'
- Identify threats and opportunities and report notable threats to the Administrator
- Inform and work collaboratively with other staff, committees and groups to meet their Digital needs such as to support campaigns and initiatives

### General

- Adhere to all health and safety rules and regulations and ensure safety of all visitors and staff to the office and other premises as would be reasonably expected within your remit
  - Any other duties that would be deemed to be reasonably conducive with the role.
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## Candidate Specification

We have set out below how each criterion is assessed - either at Application or Interview stage. Please give examples on your Application form of how you meet the essential and enhanced criteria.

### Qualifications

#### Essential

- Educated to minimum 4 GCSE's or equivalent (*Application*)

#### Enhanced

- Educated to diploma or degree level with emphasis on Business Administration, IT or similar (*Application*)

## Knowledge

### Essential

- Knowledge of the legislation with Access NI, Safeguarding of Children and Vulnerable Adults and Data Protection (*Application*)
- Working knowledge of or ability to quickly learn using databases (*Application*)

### Enhanced

- Competent in managing and updating websites and other social media communications (*Application and Interview*)
- Trained in Access NI, Safeguarding of Children and Vulnerable Adults and Data Protection (*Application*)

## Skills

### Essential

- Exceptional planning, organisational and prioritising skills; (*Interview*)
- Works methodically, with pace and meets deadlines (*Interview*)
- Evidence of working supportively and positively within a small team (*Application and Interview*)
- Strong effective communication skills with a wide range of people from different backgrounds (*Application and Interview*)
- Evidence of dealing with people in a highly sensitive, discreet and confidential manner (*Application and Interview*)
- Ability to remain calm under pressure particularly in a distressing situation (*Application and Interview*)
- Ability to work independently, make decisions, solve problems and use initiative (*Interview*)
- Competent and confident in IT applications including databases, diary management, online booking systems with ability or skilled in managing a website and social media (*Application and Interview*)

### Enhanced

- Evidence of building excellent working relationships (*Application*)
- Innovative and imaginative about finding better ways to do things; outward looking perspective (*Application*)

## Personal attributes

*(Some of the following will be tested at interview stage only)*

- Strong work ethic with high personal standards
  - Integrity, honest and respectful
  - Highly confidential, diplomatic, discreet and respectful to all at all times
  - Patient, calm and gentle
  - Positive, pragmatic
  - Fastidious attention to detail
  - Good listener
  - Willing and flexible with the ability to cope with change
  - Ambassadorial
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