

## **Parish Secretary**

### ***Background***

The Parish of the Assumption Booterstown is a thriving parish in south county Dublin providing pastoral care and other services to a dynamic and ever-changing community. The Parish has a strong Parish Council, Finance committee and other parish groups to promote the development of the parish.

The Parish has benefited from the recent development of a newly designed Pastoral Centre which provides a modern working environment as well as providing a home to many of the parish activities.

Due to the retirement of the parish secretary, the Parish is looking to recruit a replacement to build and continue the efficient management and administration of the Parish Office while providing ongoing day-to-day assistance and support to the Parish Priest

This is a part-time role of 4 hours per day, 5 days per week and flexibility is required to do additional hours during the busy liturgical periods of Easter and Christmas. Overtime will be paid for acting as Secretary to the Parish Pastoral Council.

### **Job Description**

Reporting to the Parish Priest and Finance Committee and working alongside the Finance Manager and the Parish Centre administrator, the candidate will take responsibility for the day-to-day running of the Parish Office, scheduling events, record keeping including Sacramental records, liaising with various groups and supporting the preparation of daily/weekly Masses and the sacraments of baptisms, confirmation, weddings and funerals.

This role will require a motivated individual with a working knowledge of office administration, general office procedures and the necessary computer & IT skills to carry out their duties. In addition, they will need to possess a high degree of initiative, be self-motivated and resourceful while been able to work independently with minimal supervision.

As a visible representative of the Parish, the successful candidate will be courteous, empathetic and possess good communication skills.

Specific tasks include:

- General Parish administration
- Facilitation and support of Parish committees and groups
- Support of the Parish Priest for all sacramental ceremonies (Masses, Communions, Confirmations, Baptisms, Weddings and Funerals)
- Act as Secretary to the Parish Pastoral Council.

The statements outlined in this position description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be assigned. Further details available on request.

Should you wish to apply for this position, please forward a covering letter along with your CV to **[info@booterstownparish.ie](mailto:info@booterstownparish.ie)** on or before Thursday 17th February 2022.