

<b>Job Title:</b>	<b>PERSONAL ASSISTANT TO THE VICARS GENERAL AND THE SECRETARY TO THE TRUSTEES</b>		
<b>Department:</b>	Office of the Chief Operating Officer		
<b>Reports to (job title):</b>	Diocesan Project Manager		
<b>Accountable to:</b>	Vicars General & Secretary to the Trustees		
<b>Responsible for:</b>	<i>No line management responsibility</i>		
<b>Key Relationships:</b>	Diocesan Clergy, PA to the Bishop of Salford, PA to the COO, Coordinator for Sick & Retired Clergy		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£26,000 - £28,000 per annum	<b>Position Type:</b>	Full-time, permanent
<b>Hours of Work:</b>	35 hours per week, 9am-5pm Monday to Friday with 1 hour for lunch. Some flexibility will be required.	<b>Holidays</b>	25 days plus UK statutory bank holidays and 5 diocesan closure days (4 Christmas period and 1 Maundy Thursday) per annum.

**Overview and Job Purpose:**

The Personal Assistant will provide high quality administrative support to the Vicars General and the Secretary to the Trustees to enable them to fulfil their specific roles and wider responsibilities for the governance of the diocese. The PA will be in regular interaction with a wide and diverse range of individuals and therefore they must understand that they are an ambassador for the Diocese in all their encounters.

**Job Description:**

**Main areas of responsibilities**

- Provide a warm welcome to visitors in a discreet and respectful manner, including assistance with hospitality and refreshments where necessary.
- Act as first point of contact for all enquiries, either by post, telephone, email or in person, ensuring they are dealt with politely and professionally and followed up by appropriate action.
- Provide secretarial and administrative support for the Vicars General and Secretary.
- Respond to correspondence, general enquiries, telephone calls and emails.
- Support the Vicars General and Secretary by arranging appointments, meetings, and co-ordinating diaries where appropriate.
- Ensure the Vicars General and Secretary have all necessary paperwork in advance of meetings or other engagements.
- Audio type and copy type including e-mails, general correspondence, speeches, reports, agendas, and other materials from the Vicars General and Secretary

- Maintain a secure and comprehensive filing system that enables ready access to information in accordance with data protection requirements.
- Maintain effective and accessible systems for storing electronic data and complete regular audits of database input.
- Maintain electronic databases for clergy, diocesan groups, and other contacts.
- Collate and update records as required.
- Attend meetings, where required, to produce minutes and reports.
- Take responsibility for ordering stationery and other office supplies and ensuring invoices are processed for payment.
- Keep office equipment in good running order; calling the service engineer when needed and arranging visits with outside service providers.
- Continually review systems and practices and suggest improvements where appropriate.
- Undertake any other ad hoc administrative duties as required.

#### **Specifically for the Vicars General**

- Administer established systems to comply with canonical and civil requirements for visiting clergy from overseas, including assisting with applications for visas to UK Visas and Immigration and requesting documentary evidence of a member of the clergy's suitability to minister in the diocese whether for short-, medium- or long-term stays.
- Provide various documents, in accordance with canonical requirements, including but not limited to: Faculty documentation to clergy, Letters of Appointment to Parish Priests, notifications of Appointments of Parish Priests to Deans and letters of good standing.
- Receive and administer documentation regarding the admission of candidates to the Catholic Church and provide the Vicars General with relevant documents for authorisation.
- Organise the receipt, record and deposit of funds donated for the celebration of Masses and forward these Masses to retired priests or priests from the Diocese as directed.
- Provide administrative and secretarial support to the Bishop's Office for the Pastoral Support of the Clergy by recording meetings, circulating minutes, preparing information on activities for clergy, organising accommodation for retreats, sending invitations, and receiving bookings for retreats, study days and days of recollection.
- Provide administrative support for the Vocations Promoter and Director and assist with the preparation of the diocesan calendar of prayer and send reminders to parishes, schools, and religious communities.
- Process documentation in relation to the appointment of Responsible and Additional Authorised Persons for Marriages taking place within our registered buildings.

#### **Specifically for the Secretary to the Trustees**

- To prepare, collate and distribute the agenda and documentation for meetings of the Diocesan Trustees and other meetings.
- To attend meetings of the Diocesan Trustees and record the Minutes.
- When required, progress purchase or sale legal formalities by liaison with solicitors (Fieldings Porter).

**Other duties commensurate with the role**

- Work alongside other staff and volunteers.
- Ensure a safe and clean working environment within the office.
- Review and implement procedures to ensure clear, efficient, and effective office operation.
- Undertake any such other duties as may be reasonably determined by the Vicars General or Secretary which are commensurate with this role.

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• Educated to A-level standard or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Business Administration or secretarial qualification</li> <li>• Have relevant certificate or diploma in office skills such as typing and shorthand.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Have suitable, relevant, substantial experience working in a similar role within an office environment including experience of using Microsoft packages such as Word, Outlook, Excel, and PowerPoint.</li> <li>• Experience of minute taking.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a PA.</li> <li>• Experience of the organisation, culture, and ethos of the Roman Catholic Church.</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to audio type accurately.</li> <li>• An understanding of the importance of maintaining strict confidentiality and clear office procedures.</li> <li>• Excellent communication skills both written and verbal and with people at all levels both inside and outside of the Diocese.</li> <li>• Excellent presentation, layout, and accuracy in text production.</li> <li>• Able to work on own initiative and have the independence to draft or adapt standard letters as appropriate.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to manage their own varied workload efficiently and able to prioritise to meet specific deadlines.</li> <li>• An aptitude for developing and reviewing office systems in response to availability of new technology.</li> </ul>	
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• Trustworthy with the ability to work with complete discretion and confidentiality.</li> <li>• Ability to relate and respond to people and situations with sensitivity and in accordance with the values of the Catholic Church.</li> <li>• Understanding of the Catholic Church and a willingness to work within a faith community.</li> <li>• Well-motivated and able to work well within a small team.</li> <li>• Flexible, positive, and can-do approach</li> <li>• Friendly, professional manner (both in person and on the telephone)</li> <li>• Able to work in a methodical and consistent manner on own initiative and apply common sense.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the employer.

**Other Information:**

**References and Reports**

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. It is a requirement that the successful candidate will be sympathetic to the aims and the ideals of the Catholic Church.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Chief Operating Officer & Moderator of the Curia	Date:	June 2021
Reviewed By:	Vicars General & Secretary to the Trustees, HR	Date:	June 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Department:	

Salford Roman Catholic Diocesan Trustees Registered Charity  
Registered Charity No. 250037