

The Holy Trinity Parish, is a well-respected, dynamic and vibrant Parish in the South-Eastern Suburbs of Melbourne. It comprises three worshipping centres: St Peter's, East Bentleigh, St Paul's Bentleigh, and St Catherine's Moorabbin.

Our Parish has recently undergone a significant period of change and we are now at the beginning of our rebuilding process. Our goal is to establish a healthy sustainable Parish that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Part Time (22 hours per week) Parish Coordinator oversee the effective and accurate management of records and administrative services provided to the Parish. This is a key governance and support role both to all internal employees and Parishioners as required.

In this role, you will be responsible for key areas such as (but not limited to):

- Ensuring all visitors or callers/emailers receive a positive first impression of our Parish
- Providing Secretarial and Clerical assistance to the Parish Priest
- Records Management – such as Baptism, Marriage, Death and other documents
- Acting as the Parish representative externally as required
- Overseeing the deliverables of the Clerical Assistant

To be successful in this role, you will need to have:

- A confident working knowledge of all Microsoft Office products such as Word, Excel, Outlook

As a committed member of the team you will display the following attributes:

- A welcoming "Can do" attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees at HTC work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality
- Familiarity with the Software package "Parish On Line"

The Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults and you will be required to undertake a Working with Children Check and a Police Check.

If you feel this is an opportunity you would like to explore, would you please send your Resume to attention: Suzette Diaz – HR Partner - recruitment@cam.org.au. A detailed Position Description can be read on the following page.

Interviews with shortlisted candidates will take place in June 2020. We look forward to hearing from you and wish you all the best.

POSITION DESCRIPTON OVER PAGE

POSITION DESCRIPTION

Position Title:	Parish Coordinator
Location:	St Peters Church – Bentleigh East
Employment Status:	Part Time – Annual Contract (22 hours per week over 4 days)
Reports to:	Parish Priest

POSITION PURPOSE

The purpose of the Parish Coordinator is to oversee the effective administrative services provided to the Parish and accurate management of its records.

This is a key governance and support role both to all internal employees and Parishioners as required.

KEY ACCOUNTABILITIES

- 1. Oversees the work of Clerical Officers to ensure that the first point of contact with Parishioners and other community members is effective and efficient. Main areas are outlined below.**
 - 1.1 Reception** – welcome all on-site visitors and assist or direct them to where they are required to be;
 - 1.2 Incoming Phone calls** -Answer incoming telephone calls and either address queries where possible or direct the caller to the appropriate person who can help them; Keep a record of the number of all calls;
 - 1.3 Voice Mail Messages**- Monitor daily voice mail boxes and ensure that queries are responded to in a timely fashion; Keep a record of the number of all messages;
 - 1.4 Email Inbox** - Monitor daily email inbox to ensure that queries are responded to in a timely fashion; Keep a record of the number of emails;
 - 1.5 Postal Mail** – Collect daily postal mail and manage mail according to established procedures; Keep a record of the number of letters;
 - 1.6 Building security** - Manage building security, Secure the premises before departure at the end of the day, turning lights off in the Admin Centre and McKenna Centre; provide visitors access passes, provide keys and keep records according to established procedures;
 - 1.7 Office Equipment** - Ensure all office equipment is in good working order and if necessary, coordinate services and repairs;
 - 1.8 Deliveries** - Order, accept delivery and maintain records of goods and services (provisions such as tea/coffee/stationery)
 - 1.9 Building Maintenance** – Refer/Respond to building maintenance queries;
 - 1.10 Hiring of Parish Facilities** - Manage the hiring of Parish Facilities;
 - 1.11 The preparation, collation and distribution** of relevant Parish documents such as the Parish Bulletin;
 - 1.12 Filing** - Digital and hard copy filing;
 - 1.13** Any other relevant duties and tasks as directed by the Parish Priest.
- 2. Secretarial/Clerical**
 - 2.1 Managing the distribution of mail to the relevant recipients;
 - 2.2 Preparing Bulletins for Sunday Mass;
 - 2.3 The creation and distribution of correspondence as required by the Parish Priest;
 - 2.4 Managing the diary and setting appointments on behalf of the Parish Priest;
 - 2.5 Arranging rosters in collaboration with the Parish Priest for Sunday masses, calling on Associate Priests and Supply Priests;
 - 2.6 Issuing and managing stock levels of St Vincent De Paul vouchers;

3. Records Management

- 3.1 Updating and maintaining digital and hard copy key Parish Records such as (but not limited to):
- Baptism;
 - Marriage;
 - Deaths;
 - First Communion;
 - Confirmation;
 - Volunteer Data Base;
 - Compliance – Working with Children and Safety Standards for all employees and volunteers;
 - Remembrance book;
 - Memorial Garden plaques;
 - Copyright recording music licenses;

4. Policies and Procedures

- 4.1 Develops Policies and procedures to guide Parish Employees as recommended by the Catholic Archdiocese of Melbourne in their work.

5. Liaison with other groups and organisations both within and external to the Parish

- 5.1 Prepare documentation in consultation with the Parish Finance Committee, Pastoral Leadership Team and other bodies as directed by the Parish Priest;
- 5.2 Liaising with the Senior Pastoral Associates to provide a bi-annual Volunteer List (Special Ministers, Counters, Readers, Sacristans);
- 5.3 Building positive and collaborative working relationships with Catholic Archdiocese of Melbourne support services (for example Human Resources, Finance and Safeguarding Officers);
- 5.4 Liaison with Rental Property Manager.

6. Other tasks as directed by the Parish Priest

SKILLS FOR SUCCESS

7. A confident working knowledge of all Microsoft Office products such as Word, Excel, Outlook email and Outlook Calendar.

PERSONAL ATTRIBUTES

8. A welcoming “Can do” attitude
9. A commitment to maintaining accurate and comprehensive records of Parish activities
10. Professional personal delivery and appearance
11. Ability to see when something needs to be done and proactively address the area of concern
12. An enjoyment of continuous improvement – always looking for better ways of doing things
13. A strong sense of pride around efficiency and quality (accuracy) of delivery
14. The ability to build positive and collaborative relationships with other employees
15. Openly seeks feedback on own performance with a willingness for personal development
16. A strong focus on ensuring all employees at HTC work in a Healthy Safe environment both physically and psychologically
17. A high level of integrity, honesty and confidentiality
18. Familiarity with the Software Package, “Parish On Line”

OTHER REQUIREMENTS

19. Working with Children Check
20. Police Check