St Francis de Sales and All Souls Devonport

Position Description

Position Parish Secretary

Reporting to Parish Priest

Date 30 October 2025

Hours 0900 to 1200 (3 hrs) / day, 5 days / week with some flexibility

Skills and Experience Generalist, good inter personal skills, proficiency with Microsoft office

Position Objective

To be the first point of contact for visitors while managing the Parish office including the provision of administration and secretarial support to the Parish Priest (PP), the Parish Pastoral Council (PPC), and the Parish Property and Finance Committee (PFC).

Key Task	**Hours/week**	**Deliverables**
Front of House	2	Visitors receive the information they require or are directed to the appropriate person
		Escort visitors into church, manage alarms
		Chat with parishioners
Administration	3.5	Manage email, phone, mail communication
		Manage church bookings (baptisms etc)
		Liaise with PP
		Liaise with CDA
		Maintain parish register, other records and files
Newsletter	3.5	Assemble and publish weekly newsletter
		Edit and chase content
		Generate content
Parish Council	3.5	Attend premeeting, prepare agendas
(for PP and chair PPC)		Take minutes
		Chase papers and updates, circulate papers
		Manage PPC correspondence
		Participate in meetings
School (for PP)	1	School liaison and communication
Rosters	0.5	Manage cleaning, counters, Altar server, and children's liturgy rosters
		Manage children's liturgy materials
Health and safety (for PFC)	0.5	Sign contractors in and out
		Maintain first aid kit
		Maintain incident register
Safeguarding	0.5	Promote appropriate training for volunteers
		Ensure vetting processes are followed
		Respond to concerns with care & professionalism
		Maintain links with CDA and NOPS