



## JOB DESCRIPTION

<b>Job Title:</b> Pastoral Area Office Assistant (Part Time - 12 Hours)	<b>Job Holder:</b> Vacant
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**Job Location:** Greystones & Kilquade Parishes, Co. Wicklow, Dublin Diocese.

**Reports to:** Parish Priest

### JOB PURPOSE:

The purpose of the role is to ensure that the administrative services of the Pastoral Area run smoothly and efficiently as required.

<b>Back Office Support</b>	<ul style="list-style-type: none"> <li>• Generation of content for and publication of weekly notices, e-letter and paper communications (newsletter and posters).</li> <li>• Production of AV content for weekend liturgies, seasonal liturgies and as required.</li> <li>• Updating of Pastoral Area Website.</li> <li>• Updating and generation of in-house SharePoint sites.</li> <li>• Supporting Administrative Manager with administration for ad hoc or seasonal projects - generation of booklets; slides sets; communications, fundraising and outreach projects.</li> </ul>
<b>Front Office Support</b>	<ul style="list-style-type: none"> <li>• Front of house office support including dealing with the public, phones, emails, photocopying, certificates, funeral arrangements, mass intentions, mass cards and updating Church registers.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Cover Administrative Holiday Leave as required and Sick Leave if available.</li> </ul>

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

This is a 1-year fixed term contract, and a 3-month probation period will apply.

It is part-time role of 12 hours per week:

- 6 hours a day (9-3.30pm)
- for 2 days a week on: Friday (non-negotiable) and either Wednesday or Thursday.



**JOBHOLDER ENTRY REQUIREMENTS:**

**Knowledge (Education & Related Experience):**

- At least 4 years office administrative experience using up-to-date technologies in a busy office.
- A relevant third level qualification.
- Excellent IT skills, with a working knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher, SharePoint, Teams), with some experience of Zoom and Canva (or a similar graphic design tool).
- Experiential knowledge of social media.

**Key Behaviours:**

- Highly developed interpersonal skills.
- Ability to establish and maintain effective working relationships.
- Excellent customer service skills with ability to be empathetic, sensitive and can apply discretion.
- Proven history of teamwork.
- Ability to work on his/her own initiative and with others.
- Very strong organisational skills with the ability to manage conflicting demands on time and resources.
- Ability to generate creative, innovative, and effective solutions to administrative challenges.

**KEY RELATIONSHIPS**

Internal

Parish Priest  
Pastoral Area Leadership Team  
Pastoral Area Administrative Manager  
Pastoral Area Secretary  
Clergy  
Parish Volunteers & Ministry Team Leads

External

Parishioners  
Diocesan Offices Personnel  
Service Providers