



## Position Vacant Parish Secretary

Nazareth Parish: Grovedale, Torquay, Anglesea

Nazareth Parish is a dynamic and growing Parish taking in the areas of Anglesea, Grovedale and Torquay. In addition, the Parish is witnessing major building developments in Torquay North, and Armstrong Creek. Currently, there are three Catholic primary schools in the Parish and a fourth to open in 2020. A Catholic secondary school will also open in 2020, and potentially two more Catholic primary schools in the future.

The successful applicant must uphold good Catholic values, be well motivated to work for the Church and ideally possess a strong commitment to its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish.

### Conditions

The role is based at the Parish Office located at St. Therese's Catholic Church in Torquay. It will be an ongoing position for 30 hours per week. The successful applicant will work with the Parish Priest, Finance Officer, pastoral worker and other volunteers. The hours may be flexible and may increase as Parish needs change. A job share arrangement may also be considered. Terms and conditions are governed by the Archdiocese of Melbourne.

### Key Requirements

- Strong PC skills, in particular Microsoft Office suite of products
- Be familiar with the Archdiocese operating system, Parish on Line (PACS) would be an advantage, however, training can be provided.
- Well-developed bookkeeping skills
- Initiative and a capacity to work with a minimum of supervision
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality and security of all records
- Experience in providing a range of secretarial and office management services
- Ability to work to timeframes with attention to detail and priorities
- Good communication skills with ability to relate to a variety of people

### Key Responsibilities

The responsibilities will include:

- Provide secretarial and office support services to the Parish Priest and the Parish community.
- Work with the Parish Finance Officer in the maintenance of the Stewardship Program, Parish School Contribution and other programs.
- Coordinate the parish Baptism program including responding to enquiries from parents, maintaining the Baptism database, and following up related matters with parents, the Baptism preparation team and the Parish Priest
- Complete everyday financial transactions including the overseeing of Petty Cash.
- Maintain all Parish Registries, respond to enquiries on these matters and refer families to the appropriate Parish worker.

- Prepare the weekly bulletin and other material for distribution at the three Churches each weekend.
- Assist with the parish website.
- Oversee legal requirements and maintain records including Working with Children Checks, Police Checks, Copyright Reporting and liaising with Compliance coordinators when required.
- Maintain orderly files and archives as appropriate
- Attain a general understanding of duties of other staff members or volunteers to support him/her during annual leave or sickness.
- Assist with the training of new employees and volunteers in the office.
- Other activities as may be required dependent of the skills and abilities of the successful applicant.

#### **Other Relevant Requirements**

- Working with Children Check
- Police Check (new Check required)

#### **Additional Information**

1. Applications are to be sent to [grovedale@cam.org.au](mailto:grovedale@cam.org.au) by Friday 20<sup>th</sup> September, 2019. Please submit a cover letter along with a current resume.
2. For further information contact the Parish Office on (03) 9412 8444
3. It may be beneficial to submit references or referees to support your application.

***The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.***