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## ROLE DESCRIPTION – PARISH SECRETARY

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### Parish Secretary - part time - Emu Plains Catholic Parish

Emu Plains parish is a Catholic Church community serving its immediate Nepean region. It is one of the many parishes that form the Catholic Diocese of Parramatta across western Sydney and the Blue Mountains. The parish seeks the right person to engagingly serve in an on-site secretarial role – working three short days a week inside school hours.

### Key relationships

This person will work closely with the priest and for two of the days with a continuing, experienced co-worker - along with key volunteers - together building a strong sense of team, welcome, encouragement and caring service. A keenness for excellent relating with the on-site parish primary school and local parish high school - with parishioners and inquirers - with parish committees - and with diocesan personnel - are special priorities in this role.

### Core responsibilities

- Managing calls, messages and follow ups
- Extending welcome and hospitality
- Connecting people and information as needed
- Managing of email, documentation and files
- Preparing letters, agendas and efficient memos
- Bulk messaging and bulk emailing of updates
- Managing office equipment, services and contractors
- Maintaining inventory and ordering
- Preparing and publishing news bulletins
- Overseeing lists and shared calendars
- Preparing and uploading social media and website entries
- Supervising the basic tasks of some specific volunteers
- Communicating efficiently with co-workers and collaborators

## Essential skills and attributes

This role requires;

- proven skills to enable the core responsibilities of the role as listed, including Microsoft Office skills with Excel or equivalent
- good verbal communication skills and interested in others
- an enthusiasm for the work and values of the Catholic faith community
- a keenness to see the parish flourishing and extending its welcoming connections among people
- the ability for confidentiality
- an attitude to encourage
- a desire to learn and upskill
- a self-awareness that assists cohesion and collaboration
- a readiness to understand different people
- good organisation and the ability to set goals and priorities

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<b>Position:</b>	<b>Parish Secretary – part time</b>
<b>Award:</b>	<b>Clerks – Private Sector Award</b>
<b>Level:</b>	<b>Level 5 - with a degree of negotiation according to experience / performance</b>
<b>Hours per week:</b>	<b>15 hrs per week across three days. Occasional out of hours work by negotiation in advance, with time in lieu</b>
<b>Responsible to:</b>	<b>Parish Priest / Administrator – Emu Plains parish</b>
<b>Direct report to:</b>	<b>Parish Priest / Administrator – or Parish Team delegate</b>
<b>Location:</b>	<b>15-19 Troy St, Emu Plains</b>

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[For any verbal query, a message can be left for John Cowen on 4739 5696](#)

## TO APPLY

Send your resume – along with a covering letter addressing the responsibilities, skills and attributes for this role, to be received by **Friday 4<sup>th</sup> December 2020**

To:

**Mr John Cowen – Chairperson Parish Pastoral Council**  
**emuplains@parracatholic.org**

[OR to same via](#)

**PO Box 27**  
**Emu Plains 2750**

**Include details of two referees prepared to speak on your behalf, as follows:**

1. A person who can include informed comment on your competencies for this role
2. A person who can include informed comment on your character, especially in a community or organisational setting

**Interviews by 16<sup>th</sup> December 2020 / Position begins the week of 18<sup>th</sup> January 2021**