

## **Position Vacant**

### **Parish Administrative Coordinator – St Kevin' Parish, Hampton Park**

There is an opportunity for an experienced Parish Administrative Coordinator to undertake office administrative functions at St Kevin's Parish in a part time role reporting to the Parish Priest. The role of the Parish Administrative Coordinator will be to build solid relationships and work collaboratively to provide support to the Parish Team, Volunteers and Parish Schools.

The successful applicant must 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 and an understanding of liturgy/sacraments would be highly advantageous.

This permanent part-time position is based at the Parish Office in Hampton Park. The role is 18 hours per week, with some flexibility with regard to hours/days required to work. Terms and conditions are governed by the Archdiocese of Melbourne.

#### **About us**

St. Kevin's Parish is a large and diverse community. It is diverse regarding the age range of active parishioners and also the predominant cultural backgrounds, namely Indian, Sri Lankan, Mauritian, and those from Philippines and Samoa. The life and worship of the parish draws many families, parents with children, including young adults. Strong features of St. Kevin's are its music groups and prayer groups. The scope of pastoral endeavour is enormous: in service, reaching out, further enhancing the life of the community, building connections and ways of working together.

#### **Key Requirements**

- Respect for the mission, identity and core values of St Kevin's Parish, its cultural diversity, faith, worship, hospitality, outreach, and service to all who engage with the parish
- Strong PC skills, in particular Microsoft Office suite of products
- Familiarity with the Archdiocese IT platform, POL and PACS would be an advantage, however, training can be provided.
- 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 while handling regular interruptions
- Good communication skills with ability to relate to a variety of people
- Team orientation, including ability to work harmoniously with staff and volunteers

#### **Key Responsibilities**

- Management of the Parish Office (shared), providing Secretarial and Clerical assistance to the Parish Priest (priests of the parish) across a range of areas
- Ensures all visitors/callers/emailers receive a positive first impression of our Parish
- Oversight (shared) of the weekly Parish Bulletin, printed and online and Parish Website
- Liaises with both parish schools, especially Principals and REL's, to ensure that both Parish Bulletin and Website reflect the life of each school and the community
- Data entry of contributions to the Parish Planned-Giving Programme
- Works in conjunction with Parish Accountant and Committee for the Parish Planned-Giving as appropriate
- Records Management including ensuring Compliance with both Church and Government requirements
- Ensures Parish IT operations are effective and efficient and to assist in the review and ongoing implementation of the Parish On Line (POL) systems and IT systems

- Reviews Compliance (WWCC, PRC and Child Safe Standards) and workplace safety and manage these records
- Reviews and Management of Essential Services and Parish Register; emergency management plan
- Co-ordinates volunteer groups and meetings, including oversight of rosters
- Facilitates parish projects, having regard to the role of the Parish Pastoral Council, parish groups and all parishioners
- Commits to and promotes the Safeguarding Children and Young People Code of Conduct of St. Kevin's Parish and supports the Safeguarding Committee
- Other duties as directed by the Parish Priest

**Additional Information**

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by 3 June 2021. Please submit a cover letter along with a current resume. For further information, contact Ashley Thomas, HR Officer on (03) 9926 5615.

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