

## **Vacant Position – Catholic Parish of Castlemaine**

### **Parish Secretary**



The Catholic Parish of Castlemaine is a vibrant Parish. Our Parish at Castlemaine and surrounding districts has four Churches at Castlemaine, Maldon, Newstead and Sandon. The Parish has a long and proud history in the area and the Archdiocese of Melbourne.

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 this position, and an understanding of liturgy/sacraments would be highly advantageous.

The role is based at the Parish Office located at 76 Hargraves street, Castlemaine. This role is required to work 15 hours per week (days flexible). The successful applicant will work with the Parish Priest and volunteers. 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**

- Provide secretarial and office support services to the Parish Priest and the Parish community.
- Maintain the Parish Accounts and ideally bring them to financial statement stage; manage the planned giving (Stewardship) program and prepare the regular Business Activity Statements.
- Maintain all Parish Registries for Baptism, Marriage and deaths and respond to enquiries on these matters.
- Prepare the weekly bulletin for distribution each weekend (which includes Liturgical responses).
- Assist with the parish website updates.
- Maintain orderly files and archives as appropriate.
- Alongside the Parish Priest and Safeguarding Committee, be involved in the administrative aspects of Safeguarding policy and procedure which includes (but not limited to) maintaining the WWCC register and Police Checks.
- Assist with the training of volunteers in the office.

#### **Other Relevant Requirements**

- Working with Children Check
- Police Check (new Check required)
- Valid Driver Licence

#### **Additional Information**

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by 18 May, 2021. Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

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