



## Position Description, Parish Secretary

Programme:	Cathedral Parish
Location:	99 Barrack Street, Hobart
Reports To:	Parish Administrator
Approved by:	Parish Administrator
Version:	March 2025
Award:	Clerks Private Sector Award 2010
Classification:	Level 2
Full Time Equivalent:	Casual
Clearances Required	Working with Vulnerable People registration (Tasmania); National Police Criminal History Check

### Context:

Cathedral parish is a community of parishioners within the Hobart region. The parish is comprised of St Marys Cathedral Hobart and Sacred Heart New Town.

St Mary's Cathedral Hobart has been a spiritual abode to many generations over 130 years. As one of the oldest Cathedrals in Australia, St Mary's Cathedral is well known as a place of worship for the Archdiocese of Hobart.

The position of Parish Secretary is a key position within the Cathedral Parish and the position reports directly to the Parish Administrator.

### Primary Objectives:

The Parish Secretary is responsible for supporting the Parish Administrator to ensure the smooth operation of the Parish and the Cathedral office through the provision of reception, administrative and secretarial support.

The Parish Secretary provides first point of contact services, undertakes a range of key administrative tasks and coordinates data bases and registers which are key to the operation of St Mary's Cathedral.

### Major Accountabilities:

- Provide face to face and over the telephone reception services in a polite, discreet and respectful manner
- Provide first point of contact services to parishioners and visitors of Cathedral Parish and provide information regarding parish services
- Undertake a range of administrative functions including but not limited to maintaining diary of visitors and events, data entry, records management including hard and electronic filing, update information on Cathedral website and facebook page, organise payment for accounts, maintain events calendar, attending to the mail, development of documents, letters and correspondence, order and maintain stationary, and other general administrative tasks as required
- Provide secretarial support to the Parish Administrator including diary management, organising meetings, development of correspondence, minute taking, and other tasks as required
- Maintain registers and parish data bases including but not limited to census information, baptisms, weddings, death registers
- Coordinate parish rosters for altar service, lectors and ministers of communion, home communions, cleaning and others as required
- Coordinate compilation of the weekly Parish newsletter including sourcing content, formatting and distribution
- Organise meetings, functions and events including venue, aids, transport, catering, refreshments etc as required
- Maintain property and equipment in good working order and schedule maintenance as required

- Participate in meetings, committees, training and forums as required
- Adhere to Work Health and Safety (WHS) standards for a safe workplace; and follow all reasonable WHS direction provided in the completion of work
- Other duties consistent with the position where required and/or requested by the Parish Administrator

*The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.*

## Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for health, safety and wellbeing of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expect all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

## Key Communications Linkages:

Parish Administrator

All priests of the Archdiocese of Hobart and members of religious orders within the Parish

Other Parish employees

Other Parishes in the Archdiocese of Hobart

Parish Pastoral and Finance Councils

Parishioners

Archdiocesan Church Office

## Selection Criteria

### Essential requirements

- 1 Commitment to the identity and mission of the Archdiocese of Hobart; and a broad understanding of the operation of the Catholic Church in Tasmania.
- 2 Essential background:
  - i. Demonstrated previous administration experience
  - ii. Current Unrestricted Tasmanian Drivers Licence
- 3 Strong communication and interpersonal skills and the ability to effectively communicate with a diverse range of stakeholders.
- 4 Developed computer skills and experience with computer software applications – Microsoft Word, Excel, Outlook and Internet explorer.
- 5 Demonstrated ability to organise work, set priorities and use sound judgement and a high attention to detail, quality and accuracy.
- 6 Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).