



Position Description

Position Title:	Parish Coordinator
Reports to:	Parish Priest – Wendouree Parish
Purpose of Role:	The Parish Coordinator provides administrative support to the Parish Priest.
Full time/part time:	Part-Time 10 hours (Wednesday, Thursday & Friday)
Position Classification:	
Principle Location:	Wendouree Parish Office

Job Description

The Parish Coordinator performs general administrative duties on behalf of the parish and actively supports the Parish Priest and acts as the parish safeguarding officer.

Tasks and Role Descriptions

Communication and correspondence:

- Prepare and distribute weekly bulletins
- Prepare Mass Power Points
- Set up readings and reflections, prayers of the faithful
- Register Copyright of music on One License
- Liaise with and coordinate the engagement with Syro-Malabar representatives
- Liaise with Sacramental coordinator for the Ballarat Diocese
- Liaise with the Parish Priest
- Demonstratable ability to work effectively with the parish community and groups

Administration and maintenance of parish registers and sacramental activities:

- Complete sacramental registers.
- Prepare sacramental certificates
- Label all sacramental resources

General administrative functions

- Order and receive church supplies
- Collect mail and distribute accordingly
- Organise completion of compliance and building maintenance issues
- Coordinate tidiness of churches and facilities
- Setup for Weekday Masses
- Complete and distribute liturgy rosters
- Liaise with and refer all financial matters to the Financial Officer
- Maintain WWCC, Police Check registers and aged care records

Parish Safeguarding Officer

The Parish Coordinator would also take on the role of safeguarding officer. The role of the Parish Safeguarding Officer is to provide support, advice and information on all matters concerning the safeguarding of children and vulnerable adults in the parish. Those duties include;

- Understand Diocesan safeguarding policies and codes of conduct and the Victorian Child Safe Standards.
- Raise the profile of safeguarding in the parish and report concerns to the Diocesan Safeguarding Coordinator about the implementation of diocesan policies and code of conduct.
- Assist the Parish to develop protocols to ensure that organisations which use parish premises to conduct children's activities are compliant with the Diocesan Working with Children Check and National Police Record Check Policy.
- Aid parishioners in undertaking any training programs, for example, the online training module about protecting children and vulnerable adults.
- Assist with proactive measures to safeguard children and vulnerable adults.
- Assist in the parish audit of safeguarding practices and the management of the implementation of statutory/policy requirements such as Working with Children Check Cards.
- Ensure that child protection is a standing agenda item at Parish Council meetings.
- Actively liaise with the Diocesan Safeguarding Coordinator in relation to all the above duties.

Other activities

- Maintain a safe and welcoming workplace.
- Comply with relevant occupational health and safety procedures.
- Other, non-listed, activities that form the normal operation of the Parish office.

Key skills and experience

- An understanding of and commitment to the mission and values of the Catholic Church.
- Excellent written and verbal skills.
- Interpersonal and communication skills as well as ability to maintain privacy and confidentiality protocols.
- Strong computer literacy, including proficiency in Microsoft Office product suite and experience with database and record management systems.
- Demonstrated ability to manage competing priorities, meet deadlines and organise workloads with limited supervision.
- Ability to maintain high levels of accuracy in the data entry and a strict understanding of privacy and confidentiality protocols.
- Ability to identify and solve problems independently and suggest process improvements

Documents required.

Prior to commencing work, all new staff are required to present copies of the following documents, indicating currency.



- National Police Check,
- Working with Children Check and
- Current Victorian Driver's License.

Acceptance:

**Please sign the Position Description, indicating your acceptance of this role as described and return with other employment documents*

Name: _____

Signed: _____

Date: _____