**JOB DESCRIPTION**

The Employer reserves the right to use the Employee’s skills to its best advantage. The Employee acknowledges that this position may develop to include other tasks within the Employee’s capabilities, in addition to those set out in the below job description.

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| **Position** | **Parish Operations Manager****Part time 3 days per week including some evening meetings** | **Diocese** | **Auckland** |
| **Parish** | **St Anne’s** | **Location** | **Manurewa** |
| **Reports to** | **Parish Priest** | **Date** | **April 2021** |

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| **Job Purpose** |
| To enable and promote the three Tasks of the parish (**‘proclaiming** the Gospel, **celebrating** the Faith and **serving** the people through right ordering’) by leading the management of parish operations. This management includes day to day operations, human resources, finance and longer term maintenance planning.  |
| **Key Accountabilities**  |
| 1. To manage the day to day “Operational Aspects” of Parish life
2. To manage “Human Resource” matters including employment agreements, training, and legal compliance for paid staff and volunteers
3. To manage the “Finances” of the Parish accounts
4. To manage the longer term “Property Maintenance Plan” for the Parish
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| Key Tasks: | Expected Results: |
| Day to Day Operations* Initiate and maintain systems, and processes that allow Parish administration to function effectively
* Ensure security systems for the Church, Parish Centre, Hall that are maintained to a high standard
* Ensure the appropriate repair, maintenance and cleaning of Plant and Grounds by the engagement of suitable workers/contractors
* Manage the income producing assets of the Parish, i.e. hall and service charges, to optimise income
* Build a good working relationship and network with diocesan staff, parish staff and volunteers, parishioners and School Management
* Be responsible for IT and communication systems. Oversee computers, data projectors, music equipment
* Ensure sufficient people resources are available for management of major events such as Christmas and Easter
* Oversee compliance regarding Copyright, Health and Safety, Safeguarding, and legal requirements as appropriate.
 | * The smooth running of all parish operations
* Parish compliance professionally and legally
* Parish and school able to realise their respective mission
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| Human Resources* Ensure all reporting staff complete their key competencies
* Ensure annual reviews of each paid staff position are carried out
* Review staff pay rates with Priest in Charge annually or as required
* Ensure Receptionist provides excellent customer service to all visitors
* Maximise as appropriate and value the volunteer human resource within the parish
* Ensure each volunteer and paid staff member understands the scope and responsibilities of their position
* Oversee the maintenance of Professional Standards by paid staff and volunteers with training where appropriate.
 | * Strong buy-in by paid and unpaid contributors flowing from clear and fair systems, respect and appreciation of work done well.
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| Finances * Ensure an annual budget by month is prepared for the Parish accounts
* Ensure monthly accounts for the Parish are completed in a timely manner, and to a high standard
* Complete diocesan and Clergy Trust returns on finances and operations as required
* Identify opportunities for improving the planned giving program and other sources of income or saving
* Provide monthly reports on the Parish accounts to the Executive and Finance Committees
* Assist the auditor with preparation of annual financial statements for the Parish Accounts
* Oversee compliance regarding Charities status.
 | * Transparent, professional management of all financial transactions.
* Maximising income and savings. High value for expenditure.
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| Longer Term Maintenance Plan* Prepare and implement a long term (3-5-10 year) maintenance plan for the parish, along with budget expectations for the work.
* Review plan annually, with updates having regard to the current maintenance needs of the church
* Ensure that the current year’s planned programmes are implemented in a timely manner
 | * Signalling and planning for future needs and costs. Minimising of unexpected ‘surprises’.
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**Relationships:**

* External; Contractors, diocesan staff, and general public.
* Internal; Priest, Communications Administrator, Receptionist, Cleaners, Gardeners, volunteers, and parishioners.
* Parish Management Team, Finance & Parish Pastoral Committee, Technical/IT Ministry Committee.

**Person Specification - Qualifications, Experience and Special Skills/Attributes:**

* Qualifications; Tertiary qualified with a preference of an accounting or business major.
* Experience;
* Three or more years in a business environment.
* Preferred supervisory experience of accounting, GST, payroll and other matters relating to the financial management of an organisation.
* Supervisory experience of leading staff.
* Property Management/Maintenance experience.
* Special skills/attributes;
* Empathy with and commitment to upholding the values of the Catholic Church
* Have a good appreciation of accounting principles.
* Ability to lead and work within a multi-disciplinary team environment which includes both volunteers and paid staff.
* Be highly analytical, and deadline-driven.
* Have strong values and principles.
* Highly self-motivated with demonstrable initiative.