



Position Description

Administration Assistant to the Leader of Pastoral Services

Reports to	Leader Pastoral Services Group
Organisation	Catholic Diocese of Auckland
Relationships	Leader PSG; Members of the PSG Team; Diocesan Staff, Parish Staff, Finance Staff.
Date reviewed	July 2024

Position overview

To provide administrative and operational support to the leader of the Pastoral Services Group.

Key Accountabilities

Church in Mission	<ul style="list-style-type: none"> • Integrate the Catholic Diocese Auckland purpose, priorities, staff values and our way of working into work practices and relationships • Model behaviour in line with the Diocese purpose, priorities, staff values and our way of working
To give practical administration support to the leader of the Pastoral Services Group	<ul style="list-style-type: none"> • To provide administrative support to the leader of Pastoral Services e.g. <ul style="list-style-type: none"> ○ Clear pastoral office email and respond, pass on as required. ○ Screen and direct phone calls. ○ Ensure compliance records are maintained ○ Support Pastoral Worker to the Deaf with preparation of NZSL Mass. ○ Resources for use in sessions. • Gather, edit, and compile newsletter inserts email for forwarding to LPSG and create Facebook Sunday Gospel reflection graphic to accompany. • Build relationships with appropriate people in parishes and school communities. • Organize and maintain digital filing system across OneDrive and server and maintain PSG SharePoint.



<p>Communications Support –support leader PSG</p>	<ul style="list-style-type: none"> • Maintain Parish data lists: <ul style="list-style-type: none"> ○ Contact parishes to update distribution lists ○ Keep pastoral office distribution lists updated • Up-load to, curate and manage Diocesan. • Create, curate CDA Facebook posts. • Upload resources to website. • Update and maintain the Auckland Diocese information within the National Directory database, Intranet and Parish Portal
<p>General Support to Leader Pastoral Services</p>	<ul style="list-style-type: none"> • Organise and prepare for meetings, including gathering documents and attending to logistics of meetings e.g. setting up conference video/calling • Set up and run registrations for events • Mass Count, annually: <ul style="list-style-type: none"> ○ Liaise with parishes to ensure the completion of the annual mass count ○ Input the data • Assist with analysis and production report on Mass Count – do year on year comparisons
<p>To provide support to the Executive Secretary for the running of the Diocesan Pastoral Council Meetings</p>	<ul style="list-style-type: none"> • Collaborate with the executive secretary to prepare and send the agenda and meeting papers to members of the council. • Carry out other tasks as agreed to in preparation for the meetings. <ul style="list-style-type: none"> ○ E.g., resources, follow up tasks, name tags, catering.
<p>PSG Statement of Service Performance</p>	<ul style="list-style-type: none"> • In conjunction with the CFO and the PSG leader, assist with collation PSG statistics and auditable supporting documentation.
<p>Health and Safety As an employee you are responsible for taking care of your own health and</p>	<ul style="list-style-type: none"> • Complying with CDA’s health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and

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safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore you are responsible for:

- suggestions to promote continuous improvement of health and safety procedures relating to CDA’s work/environment
- Reporting all injuries, incident and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.
 - In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work”
 - Support your managers as required to meet their requirements of the health and safety responsibilities and policies
 - At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.

NOTE: This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

Areas of Critical Success

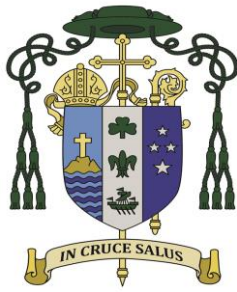
The PSG Administrator & Communication Officer is expected to ensure that:

- Allocated tasks are completed within the negotiated period.
- Flyers, brochures, resources etc. are accurately produced.
- SSP information and supporting documentation collated and prepared for annual SSP report.
- Parishes are contacted where and when appropriate.
- Mass Count Data is analyzed and appropriately presented.
- Contact lists are maintained accurately.
- Website is maintained and expanded.
- Facebook page is updated appropriately.
- DPC Meeting packs are sent out in a timely manner.
- Executive secretary to the DPC is able to administer the meetings in an hospitable and professional manner.
- DPC Newsletters are created.
- Auckland Diocese information is up to date in the National Directory, website, intranet and Parish Portal
- Allocated tasks are completed promptly in line with the ministry’s needs.
- Events and initiatives are welcoming and run smoothly.

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Person Specification

Competencies/skills

- Proven IT Competency – Word, Excel, WordPress, Free Source design e.g. Canva, Facebook
- Excellent verbal and written communication skills
- Able to prioritize work and manage time, including meeting deadlines
- Self-motivated and enthusiastic about working collaboratively

Personal attributes

- Understanding of the bi-cultural commitment of the Diocese
- Appreciation of the cultural diversity of the Diocese
- Able to work collaboratively in a team and across teams
- Can work under own initiative, be creative and have a can-do approach to work
- Is efficient, accurate and organised
- Has good emotional intelligence, has a calm happy disposition and a great sense of humour
- Is non-judgemental and accepting of all peoples religious, cultural and personal circumstances
- Able to relate confidently and well with peers, Parish Priests, parishioners.
- An understanding and empathy with the ethos of the Roman Catholic Church.
- Able to work to occasional evenings and weekends.

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