**Parish Secretary**

The Parish of St Thomas the Apostle Laurel Lodge requires a new parish secretary on a part-time fixed term contract basis at 20 hours per week.

Duties include:

* Providing secretarial support to the parish priest
* Running the parish office including dealing with telephone, mail and email communications
* Maintaining parish registers and dealing with bookings for the related sacraments as well as involvement in organising liturgical celebrations in association with the sacristan and others.
* Assisting in the maintenance and running of the church and the related administrative tasks including the payment of invoices and liaising with finance team members.
* Engaging with volunteers and others related to collections, dues etc and carrying out related administrative actions.
* Assisting with actions relating to the vetting process as well as adherence to diocesan policies and procedure

The appointed individual is expected to have at least 5 years prior administrative experience and be IT literate, be a self-starter, professional, organised and able to work with discretion as part of the broader parish team. A good knowledge of the parish would be desirable. Pay and conditions will reflect the part time nature of the role and the experience of the successful candidate.

Applications in writing including a current CV to Fr Brendan Quinlan c/o the Parish Office or by email to [office@laurellodgeparish.ie](mailto:office@laurellodgeparish.ie) by 5pm Friday 18th June.