



Parish of St Mary Job Description

Job Title

Parish Secretary

Accountable to

The Connétable

Hours of work

30 hours per week, usually worked between 9am - 4pm (including one-hour unpaid lunch break), Monday to Friday plus occasional evening hours as business needs dictate to cover Parish and Electoral Assemblies

Purpose of Job

To provide comprehensive administrative support to the Connétable, to ensure that the Parish of St Mary is managed in an efficient, effective, and timely manner. To assume responsibility for the day to day running of the Parish office, the administration team, and the Parish caretaker.

Person Profile

Essential

- Self-motivated, organised, conscientious, articulate, and confident dealing with a cross section of the public
- Conversant in Microsoft Office 365
- Adaptable to change when procedures or laws dictate.
- Proficiency in Numeracy & Literacy
- Ability to multi-task as various priorities can occur at the same time.
- Good interpersonal written and verbal communication skills

Desirable

- Experience of leading or supervising an administrative team
- Knowledge of GDPR, data protection and FOI procedures
- Experience in the various Parish applications i.e. Rates/Electoral/LICAR would be advantageous

Principal Accountabilities

The Parish Secretary co-ordinates a small team and is the line manager for the front and back-office functions. The work is varied (the following list is not exhaustive) and largely cyclical and so the post holder needs to be flexible to ensure that key tasks are accomplished within specific timeframes. The job involves a great deal of direct communication with the public, often about sensitive and confidential matters and a sympathetic approach is essential.

The successful applicant will have the overall responsibility (with appropriate support from the Assistant Parish Secretary) for the following:

Administration Management

- Provide secretarial support to the Connétable
- Oversee administration of Parish Hall activities
- Deal with members of the public, liaising with the Connétable when required.
- Providing administrative support to the Honorary Police as necessary
- Ensure all documentation is archived as necessary, complying with Parish retention schedule.
- Liaise with Parish staff as and when required
- Keep abreast of relevant laws and customary practices.
- Liaise with the Secretary to the Comité des Connétables
- Coordinate Parish events

Meetings

- Convene, attend, and minute Parish and Electoral Assemblies and other meetings as necessary, corresponding with the Royal Court when appropriate
- Prepare church box notices and publish official notices in the Jersey Gazette as necessary and in a timely manner
- Attend monthly meetings for the Parish Secretaries, St Marys Community Centre advising the Parish administration team of developments and changes as they occur
- Prepare agendas and attend meetings of the Roads Committee, Procureurs du Bien Public, New Cemetery Committee, and other Parish meetings, taking minutes of any decisions made.

Licensing, permits and applications

- Deal with applications under the Licensing Law
- Maintain a register of licensed premises
- Supervise the application and issue of all permits i.e. Sunday trading, P30s, firearm applications and dog licences

Parish Systems

- Supervise and maintain Parish systems including; Rates, Electoral and LICAR (Drivers licensing) systems.

Roads

- Oversee all issues regarding Parish Roads and road works.
- Organise Visites du Branchage and, working with the Roads Inspectors and Vingteniers, ensure all decisions are implemented and fines collected accordingly.

Elections

- Coordinate and Manage all Parish and Public Elections in conjunction with the States Greffe and other States of Jersey officials.

GDPR, Data Protection and Freedom of Information Requests

- Keep abreast of all legislation, implementing changes as and when necessary, in accordance with the law
- Manage Freedom of Information requests
- Ensure the Parish office is GDPR compliant

Finances

- Coordinate with the Parish Finance Administrator regarding planned/ authorised income and/or expenditure.