



## DIOCESE OF BRADFORD

### JOB DESCRIPTION

#### **POST TITLE: Clerical Officer in the Diocesan Office**

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The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail.

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#### **PRIME OBJECTIVES OF THE POST**

To work with other members of the Office Team to provide a warm welcome to the Office and an efficient administrative service. The post will involve clerical and administrative work, including being part of a team involved in managing and maintaining the Diocesan database and processing Criminal Record Applications; providing an administrative service to the Secretary of the DAC (Diocesan Advisory Committee); desk top publishing, maintaining and producing diocesan publications.

Flexible working with a small team is an essential part of the role, It must also be noted that this job description may be reviewed from time to time, in conjunction with the postholder.

#### **RANGE OF DUTIES**

- \* Work as a member of the General Office Team.
- \* Being part of the team involved with managing and maintaining the Diocesan database and processing Criminal Record Bureau applications.
- \* Providing an administrative service to the DAC Secretary, including liaising with parishes and diocesan officers and arranging site visits; working on your own initiative to progress paperwork.
- \* Assist with the collation of information and preparation of monthly Diocesan newsletter.
- \* General typing / administrative work.
- \* Organise filing, paperwork and computer based documents.
- \* Provide a warm welcome to visitors, when required.
- \* Provide a warm helpful telephone answering service, when required.
- \* Any other duties reasonably requested by the Line Manager.

#### **SUPERVISION AND GUIDANCE**

The Secretary will be responsible to the Office Manager, but will co-operate with other members of the Team.