Dioceses of Achonry and Elphin

Parishes of Keash and Aughanagh

Job Description - Parish Secretary – Part Time

Title: Parish Secretary	**Current Holder**: New Role
Location: Parochial House, Keash, Ballymote, Co. Sligo	
Reports to: Parish Priest	

Job Purpose

The role of the Parish Secretary is to assist the Parish Priest in the day-to-day management of the parishes, providing administrative support for the pastoral care of the faithful. The role requires appropriate confidentiality in dealing with the information belonging to the parishes and to parishioners. This is a part-time role and will be for approximately six to eight hours, spread over two days.

Accountabilities

General reception duties, including receiving and responding to phone calls and email and receiving callers to the Parish Office
To Manage the Parish Diary, in consultation with the Parish Priest (receiving and recording requests for Mass Intentions and for Sacramental Celebrations)
Preparation of the Weekly Parish Newsletter
Regular updating of Income and Expenditure on the *Bright Books* online accounting system. (Training will be provided)
Management of Parish Social Media Accounts
Maintaining Parish files
Assisting with Mailings
Ordering of Supplies, in consultation with the Parish Priest

Jobholder Entry Requirements

Knowledge: (Education and Related Experience)

- Previous experience in an administrative role
- An understanding of and respect for the ethos of the Catholic Church as the governing ethos of the dioceses
- Good general level of IT literacy (e.g., capacity to use Microsoft Word, Excel, Outlook etc.)
- Familiarity with Social Media

Key Behaviours:

- Excellent organisational skills
- Excellent verbal and written communication skills
- A strong ability to multi-task
- Capacity to assess, balance and respond effectively to the concerns of multiple stake-holders
- Capacity to remain calm under pressure
- Ability to work as part of a team and on own initiative
- A commitment to the safeguarding policies and procedures of the Catholic Church in Ireland
- Discretion and an appropriate commitment to confidentiality

Key Relationships

Internal	**External**
• Parish Priest • Parish Chaplain • Chairpersons of Parish Pastoral Councils • Chairpersons of Parish Finance Committees • Sacristans	• Diocesan Administrative Staff • School Principals • Chairpersons of Boards of Management

Application Procedure:
Interested persons are asked to forward by post:

1. A detailed CV tailored to the position.
2. The names and contact details of two referees.
3. A cover letter (less than two hundred words) outlining your suitability for this post.

The above should be posted to:

Fr Gabriel Murphy PP
Parochial House
Keash
Ballymote
Co Sligo
F56 NN52

Closing date for applications: Friday 4th December 2026