# **Job Description**

**Title: Chancery Administrator**

**Reports to: Office Manager (with strong links to the Chancellor)**

**Hours: Full time (35 hours per week)**

**Purpose and Scope**

To assist the Chancellor by proving administrative support for areas including: - All marriage dispensations, Rome returns and other statistics, database of Clergy, Tribunal work including co-ordinating auditors, information for the Archdiocesan and National directories. To cover for Sponsor Licences and other administrative work as required.

**Line Management and Budget Responsibilities**

None

**Key Relationships**

* The Chancellor
* The Archbishop and the Vicars General
* The Curia team
* Parish priests
* Tribunal auditors

**Key Accountabilities**

1. To process all pre-nuptial enquiry forms, timeously and efficiently, ensuring that all the paper work is correct before referring to the Chancellor for approval
2. Co-ordinate the auditors for the Tribunal work
3. To collect and collate all Mass Census returns and other statistical information
4. To collect and prepare the data for the Rome returns
5. To collect data for the Archdiocesan and National Directories and ensure it is accurate
6. Maintain the Clergy database and keep it up to date
7. Prepare faculties for Priests ready for signature
8. All Chancery correspondence and filing
9. Maintain up to date files and resources and arrange archiving compliant with GDPR
10. Providing cover for Visa and Sponsor licences work
11. Any other administrative tasks required by The Chancellor or Office Manger

**Experience and Skills**

* Administration qualification (preferable) and administrative experience
* High level IT skills, including MS Office and Access
* Ability to use databases and analyse the information
* Efficient and detailed focussed
* Maintain strict confidentiality and comply with GDPR
* Ability to prioritise work and work flexibly under pressure and on own initiative
* Strong team player able to assist in other areas of the Team’s work
* Strong written and verbal communication skills
* Be able to demonstrate some understanding of the Catholic faith, the Church and its culture and how to work within it.