

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on inclusiveness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Church.

This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and to be personally active in supporting an ethical and courteous culture among all Diocesan staff.



NEWCASTLE (MAGHERA) PARISH
14 Main Street, Newcastle, Co Down, BT33 0AD

ROLE PROFILE: CARETAKER - PARISH CENTRE & ST PATRICK'S HALL	
Reporting and Accountable to:	PARISH PRIEST /PARISH MANAGER
Responsible for:	<ul style="list-style-type: none"> ❖ Assuming the role of Parish Centre & St Patrick's Hall Caretaker and all associated duties. ❖ To carry out all aspects of work in the maintenance and care taking of Parish of Maghera Parish Centre & St Patrick's Hall, Bryansford.
Key Performance Measures:	
<ul style="list-style-type: none"> - Feedback from the Parish Priest, Parish Manager, the Parish Team and 3rd Party Providers; - Professionalism and helpfulness in dealing with others, both internally and externally; - Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor; - Maintaining a professional approach to work at all times; - Projecting a professional and reputable image for the Parish at all times. 	
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder will undertake the following activities and duties:</p> <ul style="list-style-type: none"> - Opening and closing of the Parish Centre & St Patrick's Parish Hall as and when required; - Meeting and greeting visitor and directing them to their meeting room; - Advising Fire Drill policy and exit routes; - Checking with each group leader that they have all the resources they require in the room; - Clearing and setting up meeting rooms; - Record all incidents and accidents in the prescribed manner; - Undertake any other duties as required and directed that are within the competence of the post holder and are compatible with the broad sweep of the role; - Furnish potential hirer with a Diocesan Booking Form (external groups) / Parish booking form (internal /Parish Groups) to include the following associated duties: <ul style="list-style-type: none"> o Receive and log bookings from Internal and External user groups; o Communicate availability with user groups, allocate appropriated rooms/Hall; o Receive a copy of the External group's public liability insurance to cover hire; o Confirm appropriate insurance with Parish Insurance Brokers before confirming hire; o Log booking on Excel Spreadsheet; o Generate and email an invoice to hirer and forward a copy to Parish Office for Parish records; o Follow up on payment. 	

Other Duties will include:

- High-level dusting to remove cobwebs, both inside and around exterior of building entrance;
- Check and cleaning Toilet Facilities;
- Maintaining Cleaner's storerooms and equipment to a good standard, checking stock levels of consumables and cleaning products, notifying when additional supplies are needed;
- Brushing outside Main Entrance area to keep free of debris and to empty bin at Smoking Area;
- Putting bins out for weekly collection and keeping bin storage area free from debris;
- Carry out and record periodic safety checks;
- Record incidents and accidents in the prescribed manner;
- Report any faulty equipment and maintenance concerns to the Parish Priest/Parish Manager;
- Adhere to Safe Work Practices when undertaking any tasks related to the role;
- Take a monthly metre reading of both properties.

GENERAL:

- Adhere to the policies and procedures of the Parish, the Diocese of Down and Connor, and all relevant statutory bodies, regulations and requirements;
- Maintaining confidentiality on matters relating to the Parish Centre & St Patrick's Hall and the Diocese of Down & Connor at all times.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the postholder, to take into account the development of the role. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish Centre & St Patrick's Hall.

CARETAKER

PARISH of MAGHERA PARISH CENTRE & ST PATRICK'S HALL

PERSON SPECIFICATION

ESSENTIAL CRITERIA – QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:	
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:	<ol style="list-style-type: none"> 1. Previous experience in a similar care-taking type role; 2. Understanding of fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building; 3. Strong verbal and written communication skills; 4. Knowledge of Excel, Word and Email; 5. Experienced in making minor repairs and maintaining small equipment; 6. Knowledge of managing a crisis situation e.g., fire evacuation; 7. Physically able to undertake the responsibilities of the role in line with Health and Safety guidelines and regulations; 8. Well-organised and capable of prioritising work to get tasks done; 9. A full driving license and access to a car, or a means of transport to facilitate the responsibilities and requirements of the role; 10. A general understanding of the social and moral teachings of the Catholic Church.
COMPETENCIES REQUIRED TO FULFILL THIS ROLE:	<ul style="list-style-type: none"> - Being courteous, reliable, honest and practical. - Ability to project a friendly, professional and helpful attitude. - Good organisational skills. - Ability to work methodically and consistently. - Ability to work flexible hours. - Respect for the values, teaching and mission of the Catholic Church.
LOCATION:	<p>PARISH of MAGHERA PARISH CENTRE, 14 Main Street, Newcastle Co Down BT33 0AD and ST PATRICK'S HALL, 41 Ballyhafry Road, Bryansford, Co Down, BT33 0PS</p>
SALARY/HOURLY RATE OF PAY:	£ 11.44 gross per hour
HOURS of WORK:	<p>16 hours per week over Monday to Sunday – work pattern to be agreed with the Parish Priest. Ability to work flexible hours is required from the post holder from time to time.</p>
ANNUAL LEAVE:	<p>32 days per annum which is inclusive of 12 customary holidays [Pro-rata for part-time employees]</p>
<p>NB: Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.</p>	