

*The Incorporated Trustees of The Anglican Church  
in The Diocese of Trinidad and Tobago*

DIOCESAN OFFICE: 2 HAYES STREET, PORT OF SPAIN TRINIDAD, WI.

TELEPHONES: (868) 622-2863, 622-7704, FAX: (868) 628-1319

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**POSITION: REGIONAL Coordinator / North West**

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<b>JOB TITLE:</b> Regional Assistant	<b>DEPARTMENT:</b> Administration
<b>REPORTS TO:</b> Archdeacon / Diocesan Secretary/ Regional Council	<b>CLASSIFICATION:</b> General Staff <b>WORKING HOURS:</b> 9am – 4:30 pm
<b>JOB PURPOSE:</b>  To provide support to the Archdeacon or Regional Dean	

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**JOB DESCRIPTION:**

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Under direct supervision of the Regional Council Chairman, supports the work of the Archdeacon (or Regional Dean) and the Regional Council by providing support to the Secretary of the Regional Council and providing a vital link between the Central Administration, the Region and also between the Region and the parish by performing the following duties:

1. Ensuring that all communications and correspondence coming from the Diocesan Secretary to the Region will be read and complied with
2. Ensuring that matters/instructions sent to Parishes will be brought to the attention of Secretaries of Vestries and complied with
3. Ensuring that relevant correspondence from the Parishes to the Diocesan Secretary be routed through the Regional Administration and following up with the Diocesan Secretary to eliminate unnecessary delay
4. Ensuring that all Parishes in the Region submit an annual calendar of Parish events by the end of December in an effort to avoid Parish competition
5. Obtaining and compiling and updating records on properties (location size usage etc.)
6. Making arrangements for all meetings convened (and for others as requested) by the Regional Council Chairman, contact attendees, advise on date, confirm attendance, prepare and circulate documents
7. Providing the Regional council Chairman with a complete information file with relevant documents in preparation for all meetings to be attended by her/him
8. Attending meetings, recording proceedings and preparing minutes

9. Recording incoming and outgoing mail and other correspondence, including e-mail for the Regional Council Chairman, attaching background papers (and draft responses where applicable), prior to routing to the Regional Council Chairman
10. Preparing draft letters and other material on behalf of the Regional Council Chairman as directed
11. Conducting research on programme issues and preparing relevant reports as designated by the Regional Council Chairman
12. Liaising with Parishes to ensure follow-up on matters under review by the Regional Council Chairman
13. Maintaining files on Regional Committees and Activities
14. Preparing articles on Regional events for newspapers (Outlook) magazines etc.
15. Ensuring that all Monthly, Quarterly and Annual Reports required by the Diocesan Office (including Quarterly Statistical Reports and Annual Audited accounts) are submitted by each Parish to the Regional Council and then to the Diocesan Office on a timely basis
16. Performing any other related duties that may be required from time to time

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*JOB SPECIFICATION:*

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## **Qualification & Experience**

- Completed Secondary Education with Post Secondary Certification and / or experience in office administration.
- Experience in the use of Microsoft Word, PowerPoint, Excel and Internet Search Engines.
- Tertiary level qualification and / or at least 5 years' experience in general administration will be considered an asset.

### **Required Competences (*required behaviors for successful completion of the work*):**

- Ability to exhibit a professional approach to the completion of work assigned, ensuring that the final product is satisfactorily completed on time and in accordance with instructions and expectations.
- Ability to recognize and understand issues that are critical to the work of the Diocesan office and to effectively follow up on outstanding matters.
- Ability to comprehend the priorities in work assignments and to exercise judgement and discretion in acting on those priorities
- Demonstrated ability to supervise staff.
- Ability to work cooperatively as a contributing member of a team to attain the goals and objectives of the work unit

- Ability to understand the needs of clients and to treat them with equal courtesy and respect
- Ability to communicate effectively both orally and in writing
- Maintain confidentiality of sensitive information