



Parish Administrator

APPLICANT BRIEFING PACK

January 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

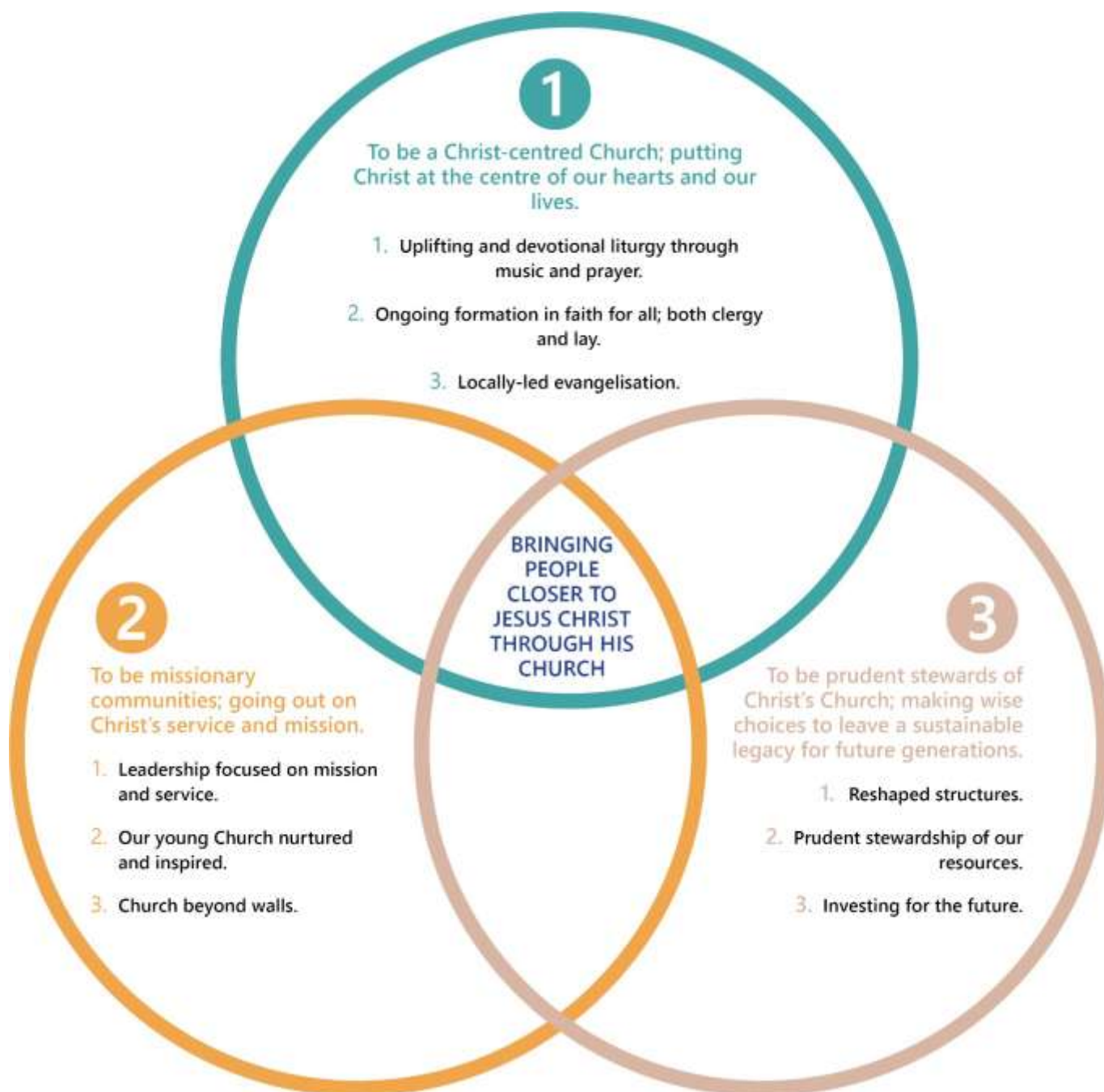
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

The Parish Administrator provides comprehensive administrative and organisational support to the Parish Priest, ensuring the smooth day-to-day operations of the parish. This role enables the Parish Priest to focus on pastoral duties while maintaining efficient administrative processes.

As an employee of the Catholic Diocese of Portsmouth, the Parish Administrator must adhere to all Diocesan policies and procedures, as well as any local arrangements authorised by the Parish Priest.

Key Responsibilities

General Administration

- Provide administrative support to the Parish Priest and clergy.
- Maintain Parish Financial Records including Gift Aid
- Administration of Parking Facilities
- Ensure all Maintenance Records are up to date and arrange Testing, when necessary, for Church, Hall, Presbytery & Grounds
- Maintain and update parish records, including parishioner databases, sacramental registers, and schedules.
- Prepare and distribute the weekly Parish Newsletter and other parish communications, including updating the website.
- Handle general inquiries, phone calls, emails, and correspondence professionally.
- Manage diaries and appointments for the Parish Priest and pastoral visits.
- Order and maintain supplies for the presbytery, office, churches, and halls.
- Assist in coordinating pastoral activities and parish events.
- Ensure all registers are up to date and maintain accurate documentation for sacraments.
- Support parish groups and sacramental preparation programs, including managing course materials.
- Coordinate funeral and wedding bookings, including diary management and invoicing.

Hall Booking & Facility Coordination

- Manage the parish hall booking calendar and ensure appropriate hire agreements and invoicing.

Parish Communication & Liaison

- Act as the first point of contact for parishioners, visitors, and external inquiries, either in person, via telephone or email, ensuring a welcoming and professional response.

Applicant Briefing Pack – **Parish Administrator**

- Support the Parish Priest in coordinating meetings, events, and pastoral initiatives.
- Ensure effective communication between the parish and diocesan departments, submitting reports and compliance documents as required.

Sacramental & Liturgical Support

- Schedule and coordinate baptisms, weddings, funerals, and other sacramental celebrations, ensuring all necessary documentation is completed.
- Prepare mass sheets and liturgical documents for Christmas, Easter, and other key celebrations in conjunction with Parish Priest.

Governance & Compliance

- Ensure compliance with data protection regulations (GDPR) and maintain secure and well-organised records.
- Assist in implementing diocesan policies, including safeguarding procedures and governance protocols.

Other Responsibilities

- Work collaboratively with parish volunteers, offering support and training where required.
- Undertake other reasonable tasks as requested by the Parish Priest.

Parish Administrator – Person Specification

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• IT proficiency, including Microsoft Office Suite (Publisher, Word, Excel, Outlook, PowerPoint) and database management.• Strong organisational skills, with the ability to prioritise multiple tasks effectively.• Excellent written and verbal communication skills, ensuring professional interaction with parishioners and external stakeholders.• Previous administrative experience, in a busy office with a keen eye for detail and accuracy.
Desirable	<ul style="list-style-type: none">• Familiarity with the Catholic Church, its teachings, and liturgical practices.• Experience using Xero Finance or similar software• Knowledge of safeguarding and data protection best practices.• Experience with financial management or bookkeeping.

Salary, Benefits & Location

Salary: £14,080 per annum £24,000 (FTE),

Contract: Permanent, Part-time, 22 hours per week

Hours of work: 8.00am – 13.30pm, Monday, Wednesday, Thursday & Friday

Location: St. Mary's Presbytery, 59 Normandy Street, Alton, GU34 1DN

Some occasional travel may be required for Diocesan or Parish training.

Benefits

25 days holiday plus bank holidays (pro rata)

Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'Parish Administrator St Mary's' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

The closing date for applications is Friday 6th February at 2359 hours.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

This position is subject to the completion of an initial probationary period of six months.

