



# Parish Administrator

## APPLICANT BRIEFING PACK

January 2026



## 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 Leo XIV.

### 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.

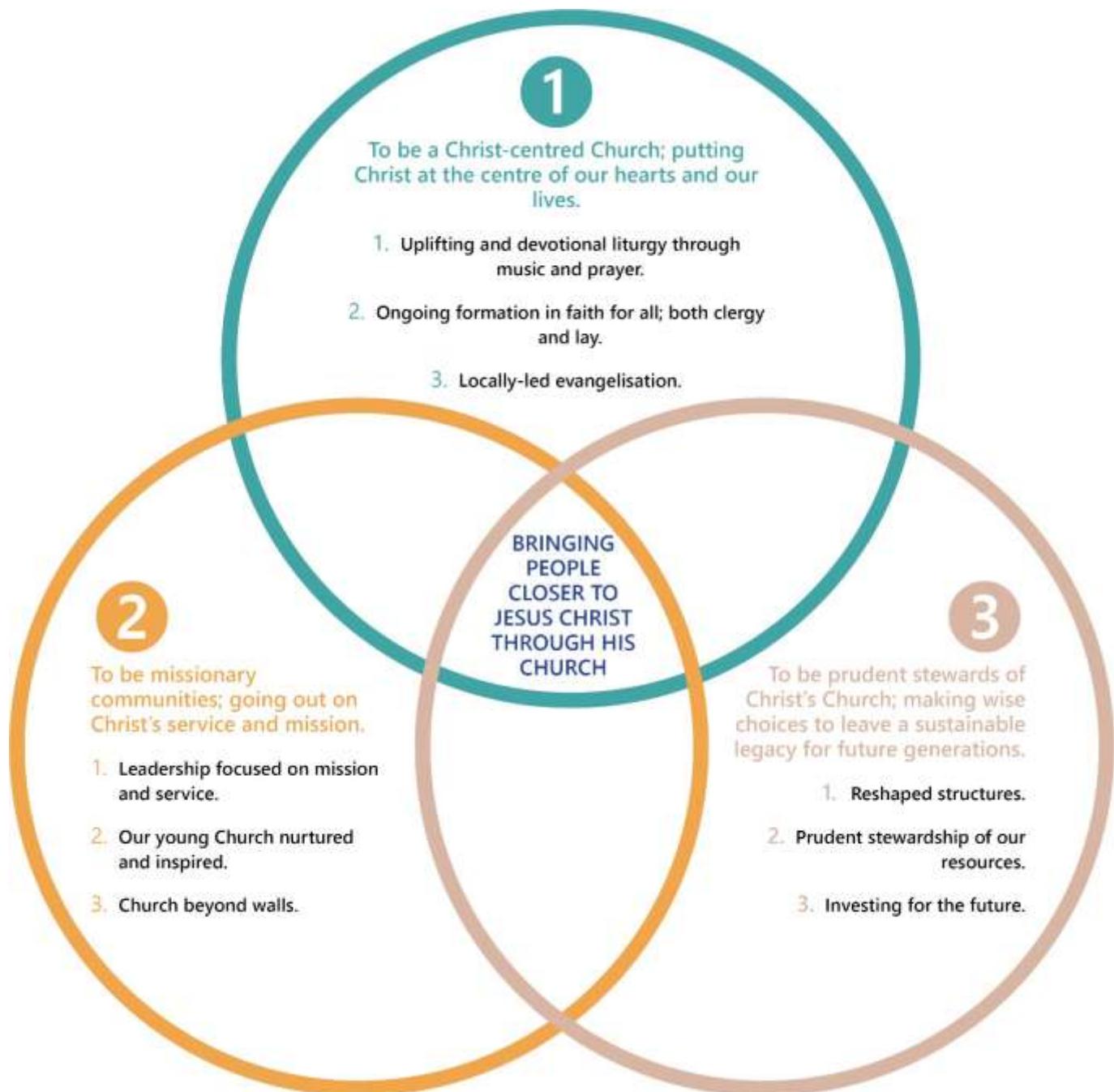
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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



## 1. Role Purpose

Holy Ghost & St Bede's Parish is seeking a Parish Administrator. To provide a full confidential administrative and pastoral support service to the Parish Priest and the Parish, provide a sympathetic and efficient focal point for enquiries and administrative support, and adapt to change as we implement the Local Mission Plan and become a single Parish.

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.

## 2. Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Pastoral Area
- Parish Finance Administrator
- Parish volunteers and employees
- Parishioners and visitors, including, those with special responsibility and needs (e.g. bereaved, homeless etc)
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- Local schools, Polish community centre and University chaplaincy
- Church leaders of other denominations or faiths
- External suppliers and contractors

## 3. Main Duties

### **General Administration and Pastoral Support**

- 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.
- Provide confidential administrative support to the Parish Priest and clergy.
- Assist the Parish Priest and clergy to provide pastoral support to parishioners and visitors, ability to deal sensitively and confidentially with requests and difficulties.
- Respond to general inquiries, phone calls, emails in a timely manner, able to prioritise tasks and produce work to a high standard.
- Manage electronic diary and appointments for Parish clergy, as well as scheduling diary requirements for Parish groups and sacramental programmes.
- Maintain and update Parish records using ChurchSuite.

## Applicant Briefing Pack – **Parish Administrator**

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- Distribute the weekly Parish Newsletter.

### **Sacramental & Liturgical Support**

- Schedule and coordinate diary for baptisms, weddings, funerals, and other sacramental celebrations, ensuring all necessary invoicing and registers/documentation is completed.
- Coordinate Mass Intentions and Allocation of Offerings received.

### **Volunteers**

- Liaise with Diocesan Safeguarding Team and Parish Safeguarding Officer re training, updates and any other necessary matters.

### **Hall Booking & Facility Coordination**

- Manage the Parish Hall booking calendar and liaise with the Parish Finance Administrator to ensure appropriate hire agreements and invoicing.

### **Estates & Property Maintenance**

- Complete property administration tasks in conjunction with the Parish Finance Administrator and Diocese Estates Team as required.

### **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.
- Process Annual Pastoral Statistics and Annual Mass Counts.

### **Other Responsibilities**

- Undertake any other reasonable ad-hoc tasks as requested by the Parish Priest.

## **4. Professionalism and values**

- Uphold and promote the ethos and values of the Catholic Church.

## Parish Administrator – Person Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Previous administrative experience, in a busy office with a keen eye for detail and accuracy.</li><li>• IT proficiency, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and database management.</li><li>• Strong organisational skills, with the ability to prioritise multiple tasks effectively.</li><li>• Excellent written and verbal communication skills, ensuring professional interaction with parishioners and external stakeholders.</li><li>• Valid UK Right to Work.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Familiarity with the Catholic Church, its teachings, and liturgical practices.</li><li>• Experience working in a parish, charity, or faith-based environment.</li><li>• Understanding of safeguarding and data protection best practices.</li><li>• Knowledge of financial management or bookkeeping.</li><li>• Experience working with volunteers and or in a pastoral role.</li></ul>

## Salary, Benefits & Location

Salary: £17,732 (£26, 598 FTE)

Contract: Permanent, Part-time

Hours: 25 hours per week

Location: St Bede's Church, Popley Way, Basingstoke, Hampshire RG24 9DX

Reports to: Line Manager/Parish Priest

Direct Reports: 0

## Benefits

25 days holiday plus bank holidays (pro-rata)

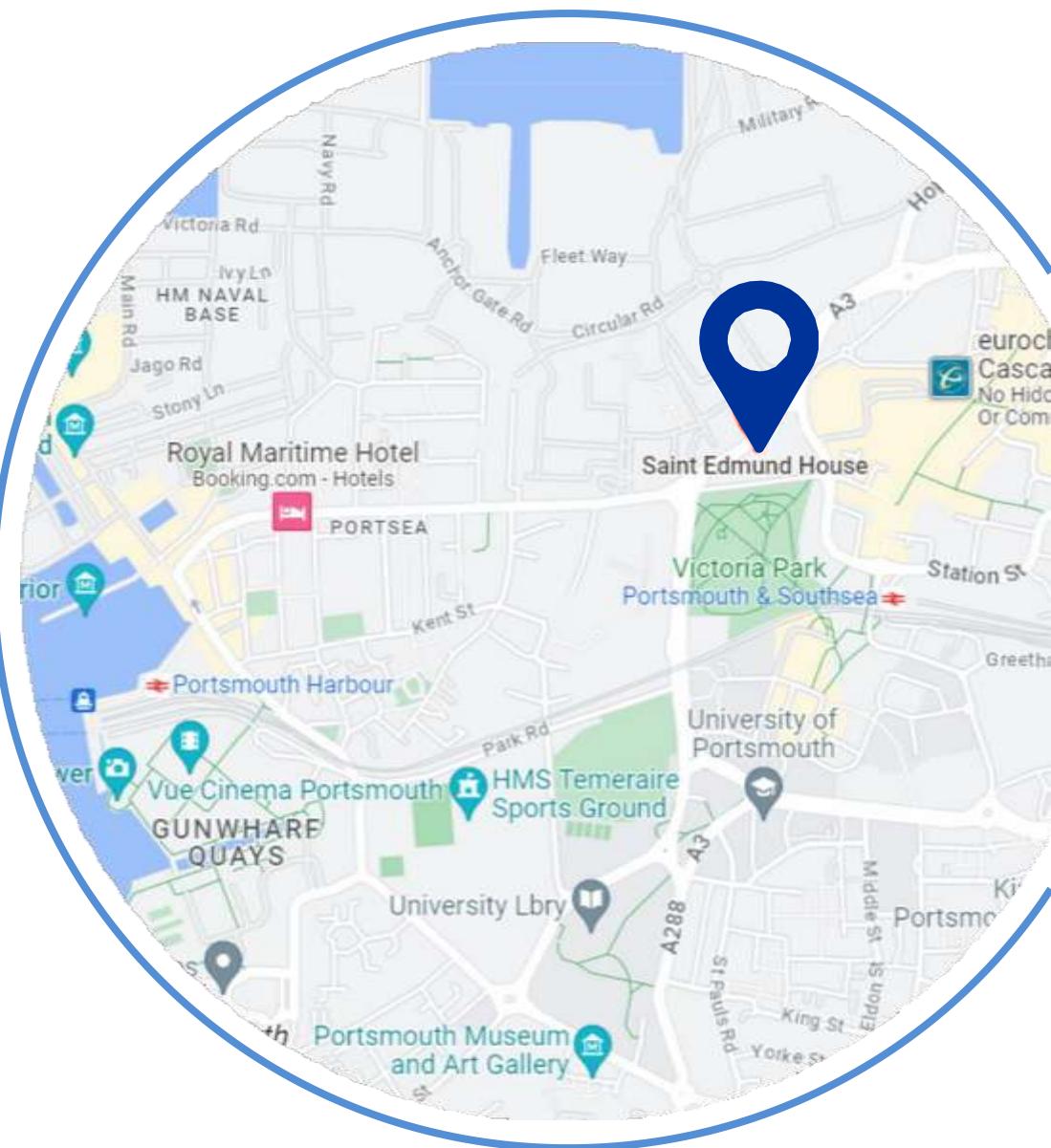
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

St. Edmund House,  
Bishop Crispian Way,  
Portsmouth,  
PO1 3QA



## 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](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'St Bede's Parish Administrator' 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.

We encourage an early application as we may close this advertisement to our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is 1<sup>st</sup> February 2026 at 23.59pm.

## 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.

