



Parish Administrator

APPLICANT BRIEFING PACK

February 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.

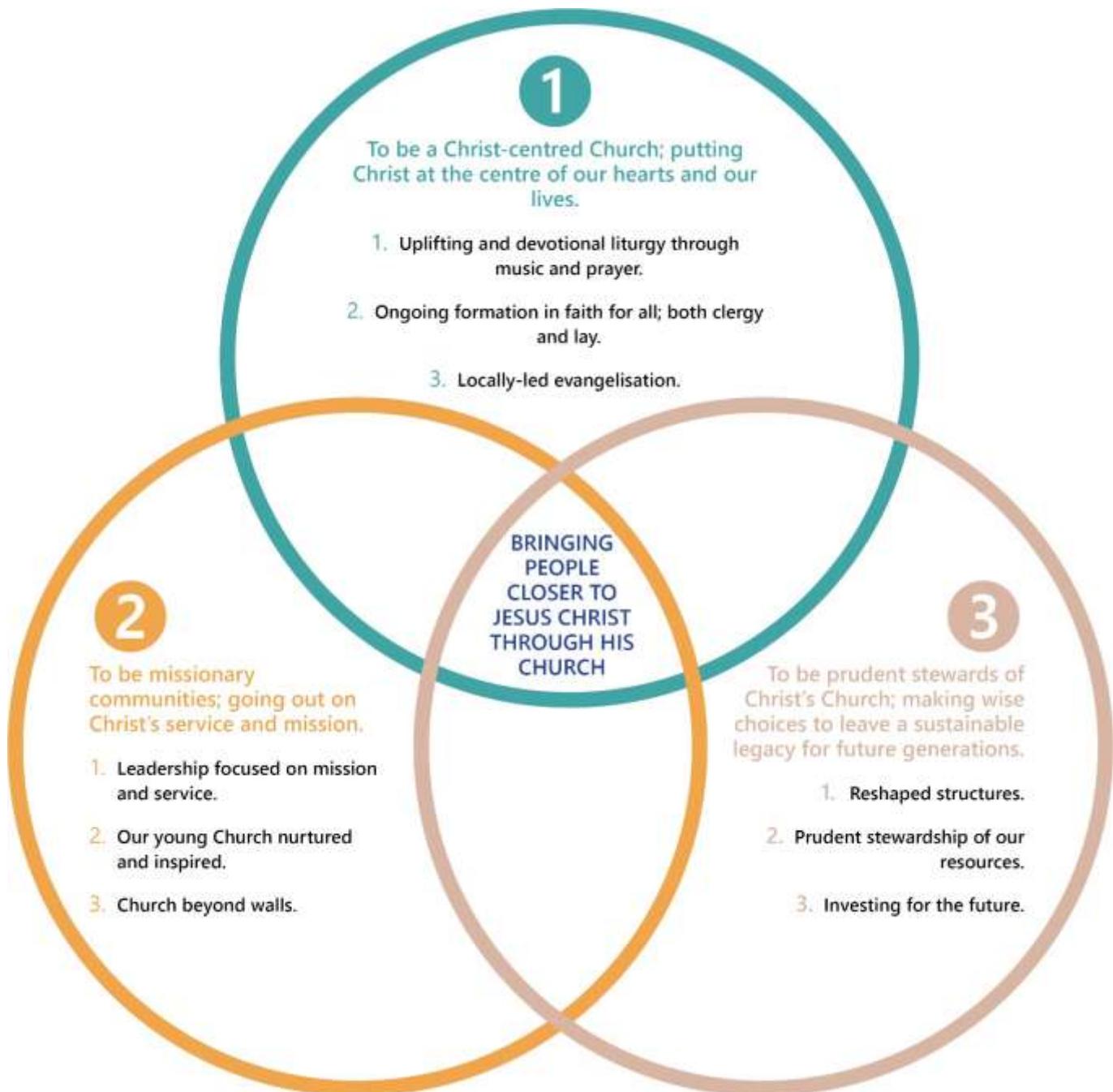
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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

English Martyrs Parish is seeking a Parish Administrator. To provide a full confidential administrative and pastoral support service to the Parish Priest and clergy, provide a sympathetic and efficient focal point for enquiries and administrative support, and adapt to change as we implement the 10 Year Mission Plan and work more closely with the Reading Pastoral area.

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 enquiries, either in person via telephone or email, ensuring a welcoming and professional response.
- Provide confidential administrative support to the Parish Priest and clergy.
- Maintain and update parish records, including parishioner databases, sacramental registers, and schedules.
- Respond to general enquiries, phone calls, emails, and correspondence professionally; able to prioritise tasks and work to a high standard.
- Manage diaries and appointments for the Parish Priest, Assistant Priest, and pastoral visits.
- Order and maintain supplies for the presbytery, office, churches, and halls.
- Assist in coordinating pastoral activities and parish events.
- Organise and Attend Group Coordinators Meetings (3 Saturday mornings per annum) – taking and distributing meeting notes.

Applicant Briefing Pack – **Parish Administrator**

- Ensure all registers are up to date and maintain accurate documentation for sacraments.
- Support parish groups and sacramental preparation programs, including managing course materials as required.
- Coordinate funeral and wedding bookings, including diary management and invoicing.
- Set up, maintain and update Parish records using ChurchSuite.
- Forward content for Newsletter/Weekly Email to volunteers
- General photocopying support to parish groups
- Cash handling including Petty Cash

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, as required.

Estates & Property Maintenance

- Complete property administration tasks in conjunction with the Parish Finance Administrator and Diocese Estates Team
- Submit reports and compliance documents 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.

Other Responsibilities

- Work collaboratively with parish volunteers, offering support and training where required.
- Undertake 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

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Previous administrative experience, in a busy office with a keen eye for detail and accuracy.• IT proficiency, including Microsoft Office Suite (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.• Valid UK Right to Work.
Desirable	<ul style="list-style-type: none">• Familiarity with the Catholic Church, its teachings, and liturgical practices.• Experience working in a parish, charity, or faith-based environment.• Knowledge of safeguarding and data protection best practices.• Experience with financial management or bookkeeping.• Experience working with volunteers or in a pastoral role

Salary, Benefits & Location

Salary: £14,811.61 (FTE 26,449.31)

Contract: Permanent

Hours: 21 hours per week

Location: English Martyrs Church, 64 Liebenrood Road, Reading, RG30 2EB

Reports to: Parish Priest

Direct Reports: 0

Benefits

25 days holiday plus bank holidays (pro-rata)

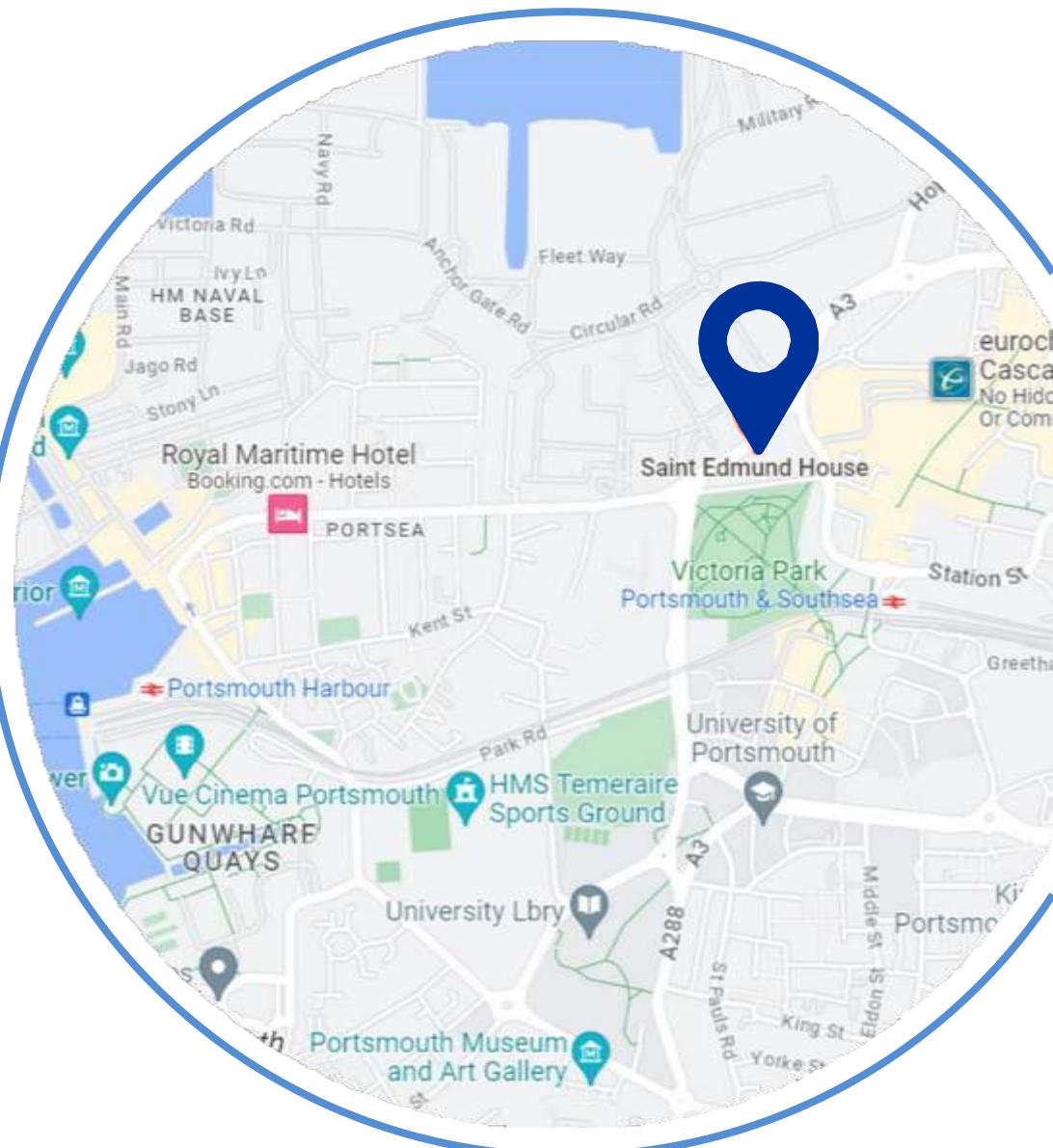
Life Assurance and Employee Wellbeing

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 Please state 'English Martyrs 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 23rd February 2026.

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.

