

**Parish Administrator**  
**APPLICANT BRIEFING PACK**  
March 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.

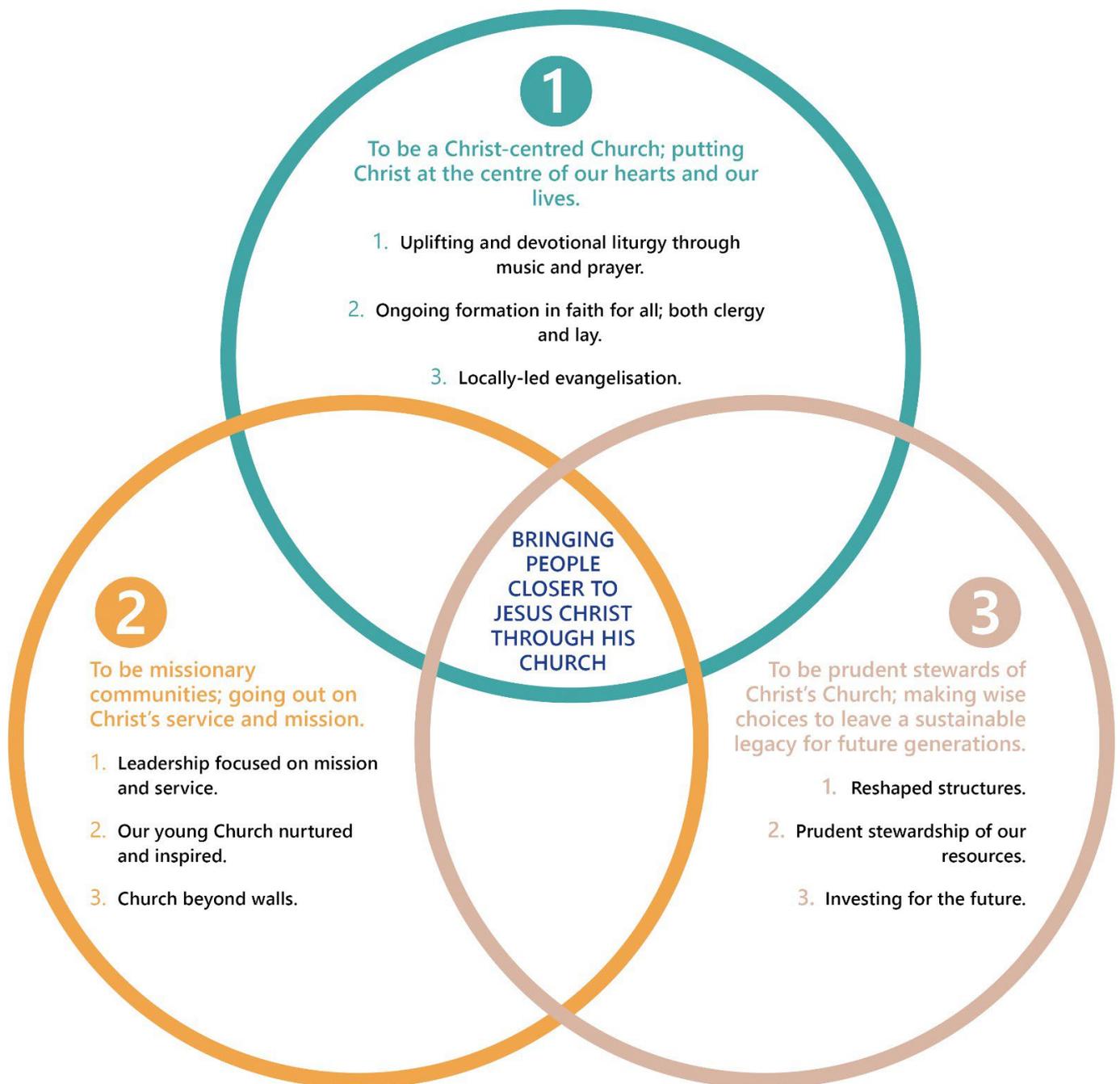
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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

St John Vianney and Sacred Heart Parish is seeking a Parish Administrator. 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.

## 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

- Provide administrative support to the Parish Priest.
- 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.
- 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.
- Coordinate 200plus Club.
- Administer and update Worknest Health and Safety Site and advise the Health and Safety team.
- Administer Gift aid system

### Hall Booking & Facility Coordination

- Liaise with the Hall Manager and Finance and Property Officer to 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.
- 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**

- Support the Parish Priest to schedule and coordinate baptisms, weddings, funerals, and other sacramental celebrations, ensuring all necessary documentation is completed.
- Organise rotas for altar servers, readers, Eucharistic ministers, and other liturgical ministries.
- Prepare mass sheets and liturgical documents for Christmas, Easter, and other key celebrations.

#### **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.
- 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.
- Work collaboratively with clergy, employees, and volunteers to support the parish mission.
- Foster a welcoming and professional parish environment for all.
- Maintain confidentiality and discretion in all aspects of the role.

## 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>• Experience working with volunteers and or in a pastoral role.</li></ul>

## Salary, Benefits & Location

Salary: £8,642.40 (£27,007.50 FTE)

Contract: Permanent, Part-time

Hours: 12 hours per week

Location: Marian House, Charlton Road, Wantage, Oxfordshire OX12 8ER

Reports to: Line Manager/Parish Priest

Direct Reports: 0

## Benefits

25 days holiday plus bank holidays (pro-rata)

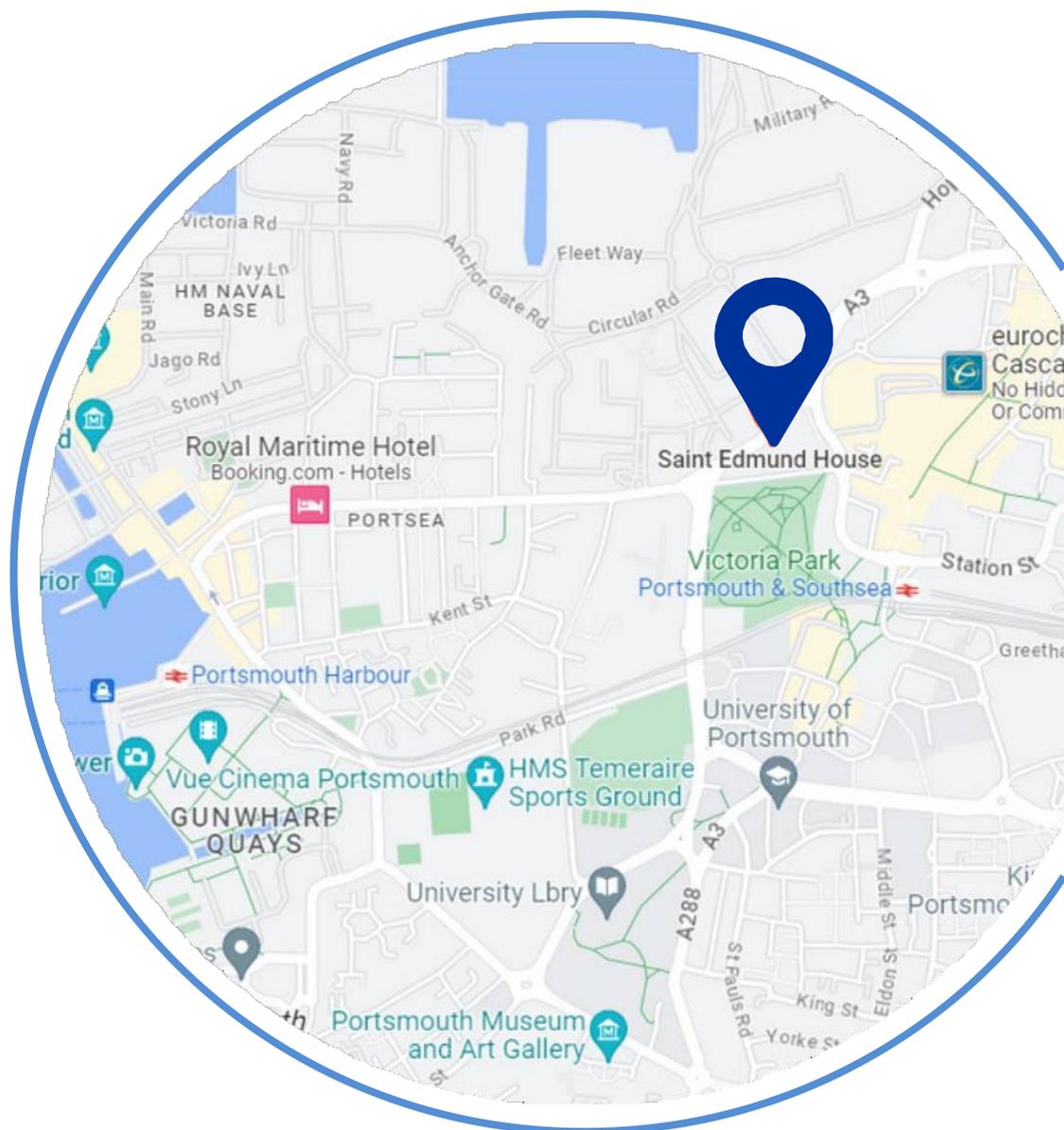
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

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



## Apply Now!

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 29<sup>th</sup> March 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.

