

Parish Administrator APPLICANT BRIEFING PACK

April 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.

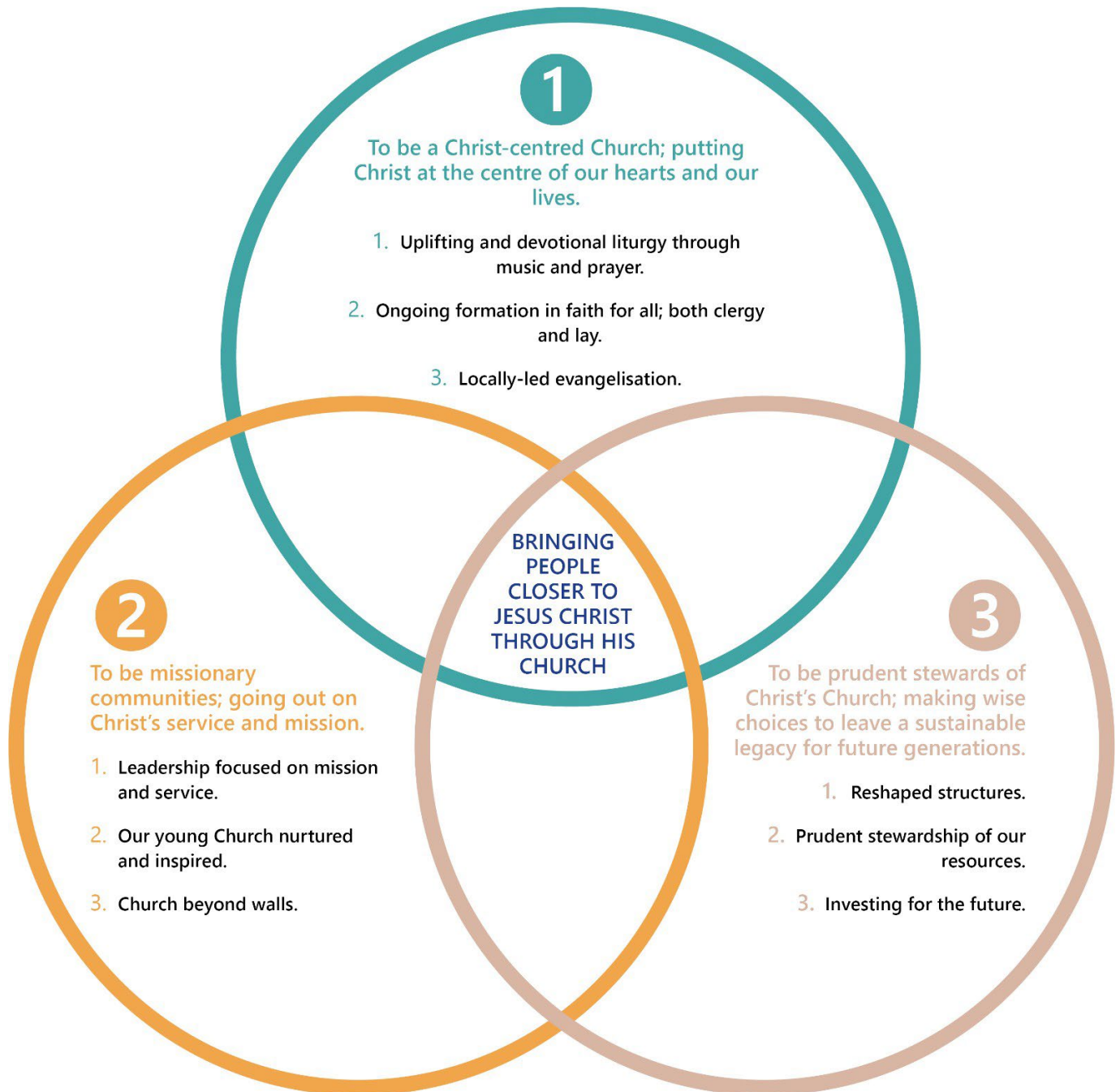
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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

Our Lady of Lourdes Parish, New Milton, 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
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- Local schools 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 and clergy.
- Maintain and update parish records, including parishioner databases, sacramental registers, and schedules.
- Complete and distribute the weekly Parish Newsletter and other parish communications, including liaising with the website manager.
- Handle general inquiries, phone calls, emails, and correspondence professionally.
- Manage diaries and appointments for the Parish Priest and parish.
- Order and maintain supplies for the presbytery, office, church, and hall.
- Assist in coordinating pastoral activities and parish events.
- Ensure all registers are up to date and maintain accurate documentation for sacraments.
- Coordinate funeral and wedding bookings, including diary management.
- Coordinate visits by contractors.

Hall Booking & Facility Coordination

- Manage the parish hall booking calendar and liaise with the Finance and Property Committee 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

- Organise rotas for readers and ministers.
- Print Mass sheets and liturgical documents for Christmas, Easter, and other key celebrations.
- Keep sacristy supplies up to date

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, working closely with parish H&S reps.

Other Responsibilities

- Work collaboratively with parish volunteers, offering support 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.
- 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

Competence, Expertise and Knowledge	
Essential	<ul style="list-style-type: none">• 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.• Previous administrative experience, in a busy office with a keen eye for detail and accuracy.• 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.

Salary, Benefits & Location

Salary: £5,358.08 per annum (FTE £25,116)

Contract: Permanent, part-time

Hours: 8 hours per week

Location: 15 Mount Avenue, New Milton. BH25 6NT

Reports to: Parish Priest

Direct Reports: 0

Benefits

25 days holiday plus bank holidays (pro-rata)

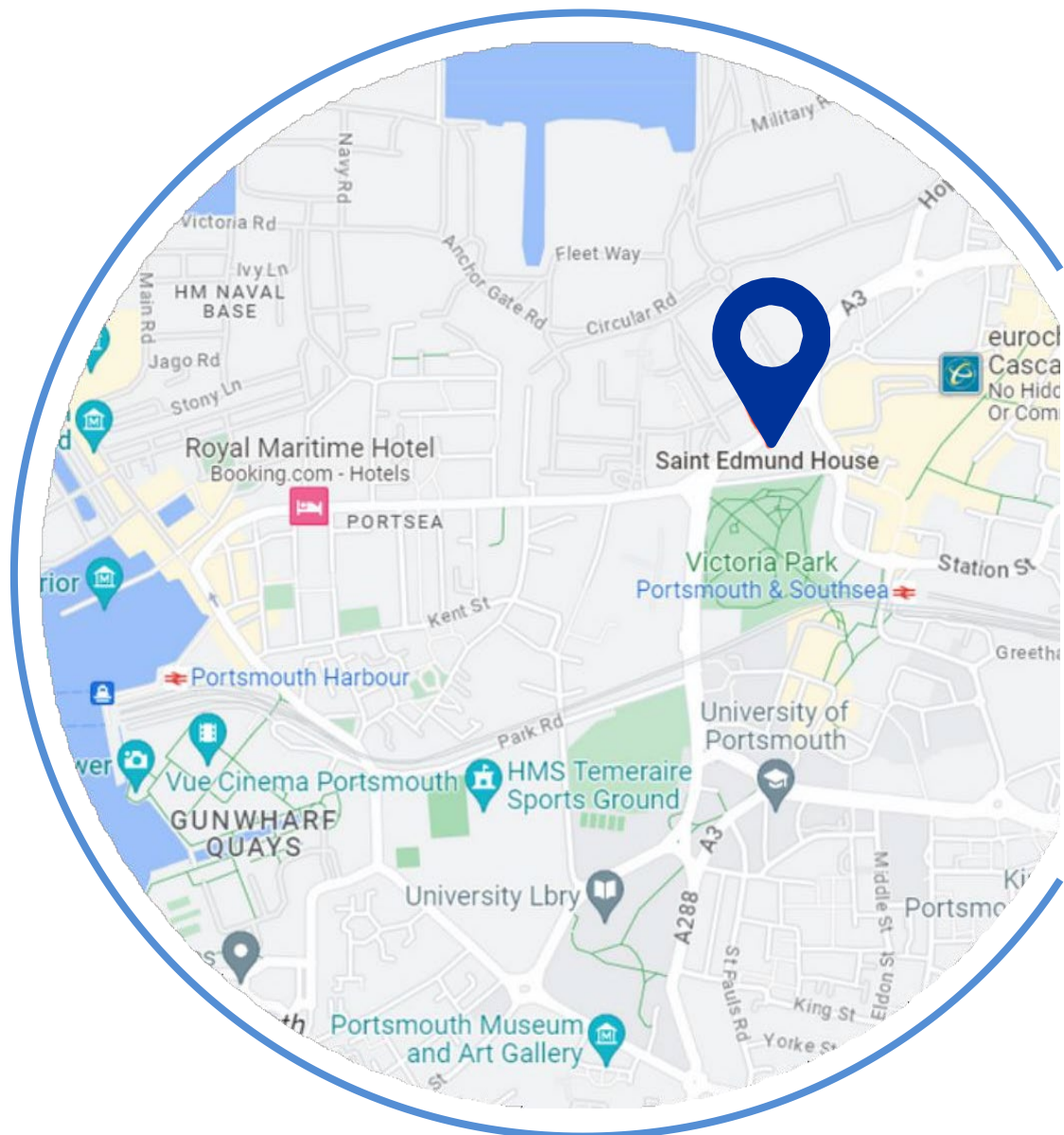
Life Assurance and Employee Wellbeing

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 apply via the link provided in this advertisement. Alternatively, please send a comprehensive and up-to-date **Curriculum Vitae**, along with a covering letter outlining your suitability for the role and your motivation for applying (maximum two sides of A4), to recruitment@portsmouthdiocese.org.uk. Please include '**Parish Administrator NEWM**' 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 at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is **19th April 2026 at 2359pm**

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.

