



PARISH ADMINISTRATOR

Job Description

Job Title	Parish Administrator
Parish	The Immaculate Conception Parish, Portswood, Southampton
Location	The Immaculate Conception, Parish Office, 346 Portswood Road, Southampton, SO17 3SB
Hours of Work	Part-time 20-25 hours per week, ideally to cover at least Tuesdays and Fridays and one evening per month. Working pattern and hours to be agreed at interview
Salary	£13 per hour (£25,350 FTE)
Contract Type	Permanent
Reports To	Parish Priest: Fr Anthony Chiatu
Number of Reports	None

1. Overall Job Purpose

The Immaculate Conception Parish is seeking a Parish Administrator. To provide a full confidential administrative and pastoral support service to the Parish Priest and the Immaculate Conception Parish, providing a sympathetic and efficient focal point for enquiries and administrative support.

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
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3. Main responsibilities

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 the Immaculate Conception 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 diaries and appointments for the Parish Priest, Assistant Priest, and pastoral visits.
- Support the Parish Priest in coordinating parish activities, meetings, events and pastoral initiatives.
- Support parish groups and sacramental preparation programs, including managing course materials.
- Maintain and update parish records, including PAMIS parishioner databases, sacramental registers, and schedules.
- Prepare and distribute the weekly Parish Newsletter.
- Ensure all registers are up to date and maintain accurate documentation for sacraments, including diary management and invoicing for baptisms, weddings, and funerals.
- Order and maintain supplies for the presbytery, office, churches, and halls.

Parish Communication

- Update the parish website and parish social networking sites.
- Responsible for communicating parish 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.
- 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.
- Mass Intentions and Allocation of Offerings received.

Volunteers

- Safeguarding Internal Verification, managing the process of DSB applications for volunteers in the parish including verifying ID and submitting applications to the Safeguarding Office.
- Liaising with Diocesan Safeguarding Team and Parish Safeguarding Officer re training, updates and any other necessary matters.
- Work collaboratively with parish volunteers, offering support and training where required.

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

- Liaise with Estates and maintenance parish group regarding the booking and co-ordinating repairs and routine maintenance with contractors.
- Complete property administration tasks in conjunction with the Parish Finance Administrator and Diocese Estates Team.

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.
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4. Professionalism & 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.
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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.• Understanding of safeguarding and data protection best practices.• Knowledge of financial management or bookkeeping.• Experience working with volunteers and or in a pastoral role.

Date of Completion of Job Description:	16 June 2025
Job Description Content Creator:	Gillian Fielder