

# Parish Administrator

## APPLICANT BRIEFING PACK

July 2025





## 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 Francis.

### 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.

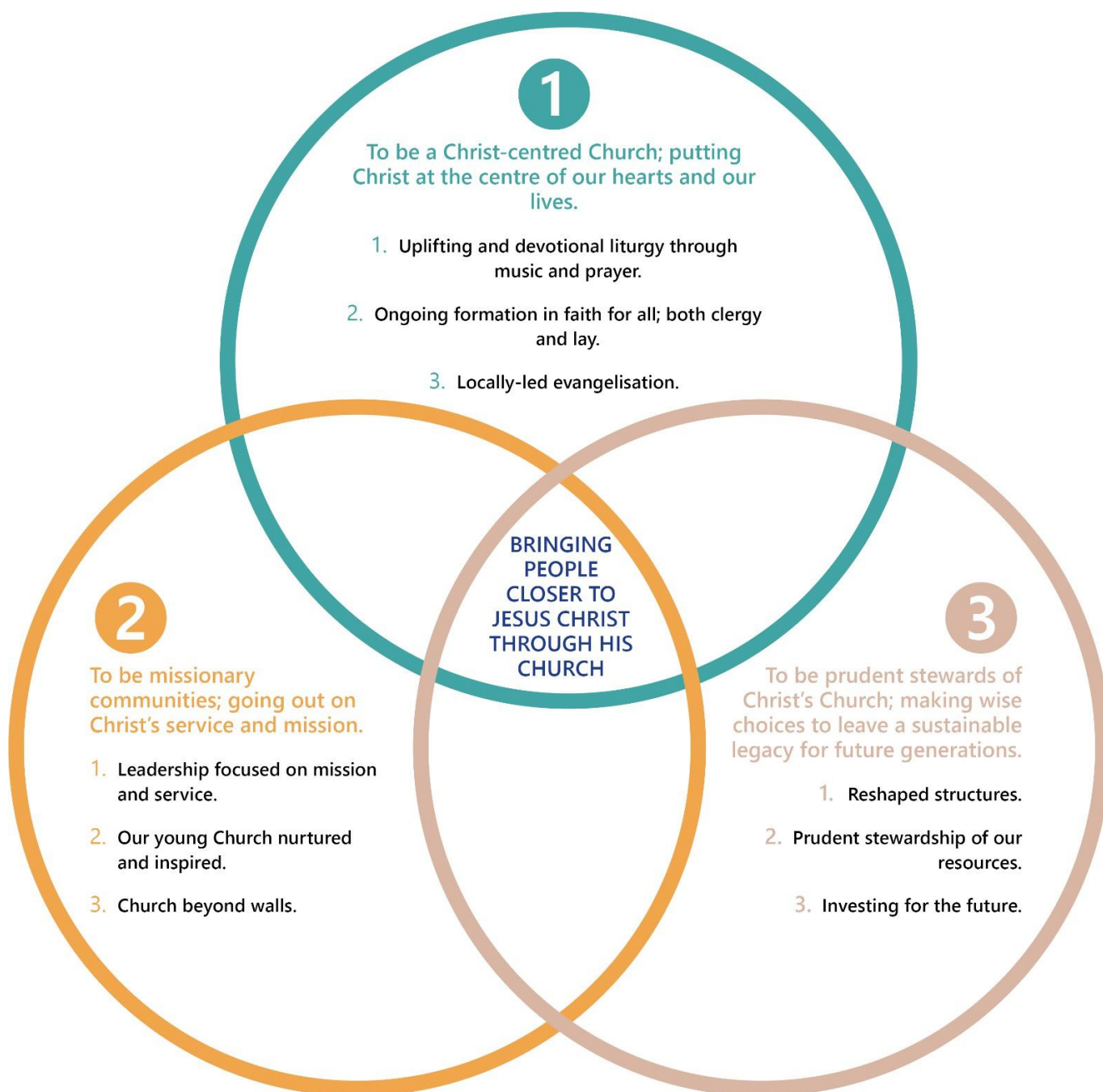
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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

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.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

This is an exciting time to join our friendly, busy, and supportive team as we implement our 10-year Mission Plan, shaping the future of our Diocese and the communities we serve.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically 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 the Immaculate Conception parishioners and visitors, ability to deal sensitively and confidentially with requests and difficulties.

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

---

- 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.

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

- 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.

## **4. Professionalism and values**

- Uphold and promote the ethos and values of the Catholic Church.
- Work collaboratively with the Parish Administrator and other key members of the parish to ensure the Parish Priest is effectively supported.
- Foster a welcoming and professional parish environment for clergy, volunteers, and parishioners.
- Maintain confidentiality and discretion.

## **Parish Administrator – Person Specification**

<b>Essential 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: £13 per hour, (£25,350 FTE)

Hours: 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.

Location: The Immaculate Conception, Parish Office, 346 Portswood Road, Southampton, SO17 3SB

Direct Reports: 0

## Benefits

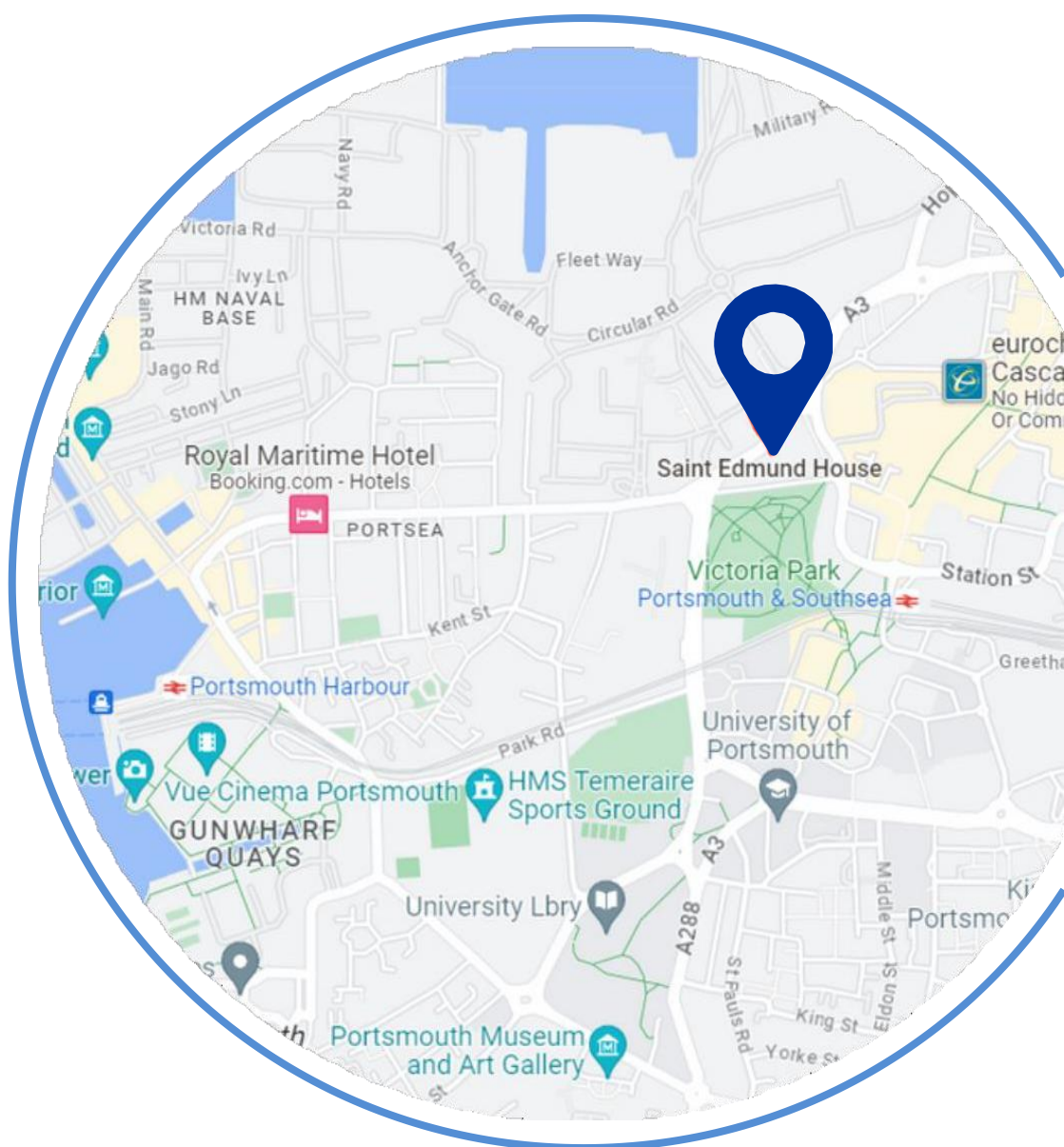
25 days paid holiday plus bank holidays

Life Assurance and Employee Wellbeing Programme

Contributory pension scheme with Scottish Widows

## 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 'Parish Administrator' in the subject line of your email.

Or please call into The Immaculate Conception, Parish Office, 346 Portswood Road, Southampton, SO17 3SB or an application form.

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 Sunday 17<sup>th</sup> August 2025, at 10pm.

## 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.

