

Parish Administrator (Admin Only)

St Wilfrid's Parish based at St Bede's Presbytery, Appleton Village, Widnes

20 hours per week

Salary £10,556.00 per annum

(equivalent to £10.15 per hour)

5 weeks holiday plus bank holidays (pro-rata) and pension scheme available



An opportunity is available for a highly skilled and experienced administrator to work in St Wilfrid's parish office based at St Bede's presbytery, working closely with the Office Manager, and the clergy team. This is a part time, permanent post to be worked over 5 days each week Monday to Friday 10.00am - 2.00pm.

Applicants must have; experience of working in a similar role dealing with a broad range of administrative tasks, excellent IT skills, verbal and written communication skills, and an ability to work unsupervised. Experience of updating websites/social media accounts and operating integrated phone are also essential to this role.

Candidates must have empathy with the ethos and mission of the Roman Catholic Church and a commitment to the work of the parish, pastoral area, schools, the local community and other parish groups.

Closing date: Friday 16th July 2021

This post is not subject to an enhanced disclosure and barring service check

To apply, visit www.liverpoolcatholic.org.uk/jobs
Alternatively, ring 0151 522 1102 for an application pack

