



The
Catholic
Diocese of
Nottingham

Join Our Team

Parish Administrator / Secretary

We are looking for a motivated, professional and approachable individual with excellent administration and IT skills to join our small parish team. The post holder will play a key part in the management of the parish office and parish administration, including administrative support to clergy, as well as financial administration and frequent liaising with parish volunteers.

Based at: The Presbytery, Sacred Heart and St Gilbert's RC Church, 3 St Gilberts, Hereward Way, Bourne, Deeping St James PE10 9XB

Purpose of role: Management of the parish office and parish administration, including administrative support to clergy.

Hours of work: 5 Hours per week (over two days)

Line Manager: The Parish Priest

Apply by: 5.00PM on Monday 26th February 2024

To apply please complete the application form which can be found on the Diocese of Nottingham website:

www.dioceseofnottingham.uk/careers

