The Catholic Diocese of Nottingham

Join Our Team

Parish Administrator – Churches and Social Centres

Based at: Our Lady of Lourdes, Mickleover, with St Joseph, Derby
(36 Uttoxeter Rd, Mickleover, Derby. DE3 9GE)

We are looking for a personable, reliable, and hardworking person to join our parish team. The post holder will be will be the first point of contact for general enquiries via telephone, mail and email, replying or forwarding to the appropriate recipient as required as well as administrator of the social centres, including other responsibilities detailed in the Job Description.

Purpose of role: Provide confidential administrative support to the parish priest and Catholic parish community, supporting two parish churches and two parish social centres. Manage event bookings and premises access, and attend meetings to take notes and prepare minutes.

Hours of work: 20 hours per week. Hybrid working arrangements will be discussed in more detail at interview**.**

Rate: £14.17 per hour

Line Manager: Parish Priest/Deanery Hub Manager

Apply by: Tuesday 24th November 2026



To apply please complete the application form which can be requested via email, office@dioceseofnottingham.uk