



Parish Administrator

St Richard, Skelmersdale

An opportunity is available for an experienced Parish Administrator to work within the offices of St Richard, Liverpool Road, Skelmersdale, WN8 8BX with Reverend Kenneth Hyde. The successful candidate will be required to work closely with Father Kenneth and other members of the team.

This is a part-time permanent position, working 15 hours per week - 5 hours per day, Tuesday, Wednesday and Friday 0900am until 1400pm.

The salary is £10,392.85 per annum (FTE £24,250).

5 weeks holiday plus bank holidays (pro-rata) and 2 gifted days holiday, pension scheme plus other benefits are available.

The successful candidate will be required to provide high quality support in all aspects of the day-to-day administration and financial tasks to include maintaining parish registers, recording income and expenditure and managing petty cash and updating websites. Candidates must be proficient in the use of Microsoft applications.

Applicants should have experience of working in a similar role dealing with a broad range of administrative tasks, excellent verbal and written communication skills, and an ability to work unsupervised. Experience of implementing new administrative processes and knowledge of local parish community would be advantageous.

High levels of discretion and confidentiality are essential.

How to Apply

Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

Closing date: Midnight 1st October 2025.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.

