



Parish Administrator

St Gregory, Chorley

An opportunity is available for an experienced Parish Administrator (Admin and Finance) to work within the offices and presbytery with Reverend Graeme Dunne of St Gregory Church, Weld Bank Lane, Chorley, PR7 3NW. The successful candidate will be required to work closely with Father Graeme and other members of the presbytery.

This is a part-time permanent position, working 28 hours per week over 4 days on Monday, Tuesday, Wednesday and Thursday working 0900am to 16.30pm.

The salary is £19,400 per annum (FTE £24,250).

5 weeks holiday plus bank holidays (pro-rata) and pension scheme 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. Proficient in the use of Microsoft applications

Applicants should also 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 29th 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.

