



Parish Administrator

St Teresa's and St Austin's Parishes

An opportunity is available for an experienced Parish Administrator (Admin and Finance) to work within the presbytery office alongside Reverend Martin Kershaw at St Teresa's Presbytery, Devon Street, St Helens, WA10 4HX. The successful candidate will be required to work closely with Father Martin and other members of the Parish including volunteers.

This is a part-time permanent position working 8 hours per week - 2 hours per day over 4 days on Monday, Tuesday, Thursday and Friday.

The salary is £5,600 per annum (FTE £24,250).

5 weeks holiday plus bank holidays (pro-rata) and 2 complimentary 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. 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 27th 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.

