

Parish Administrator



SS Peter and Paul, Mawdesley

An opportunity has arisen for an experienced and highly organised Parish Administrator to join the parish working closely with Father Gerald Anders. You will be based in the parish office located within the presbytery on Ridley Lane, Mawdesley, Ormskirk, L40 3SX.

This is a permanent position, working 6 hours per week on Friday between 10.00 am - 4:00pm.

The salary is £4,542.86 per annum (FTE 26,500)

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

About the Role

The Parish Administrator will provide high-quality administrative and financial support to ensure the smooth running of day-to-day parish operations. Key responsibilities include maintaining parish registers, issuing certificates for baptisms, weddings, funerals, and other sacramental records.

We are seeking a candidate who:

- Have proven experience in a similar administrative role involving a wide range of administrative and financial tasks.
- Demonstrates excellent written and verbal communication skills.
- Are proficient in Microsoft Office applications (Word, Excel, Outlook)
- Can work independently, managing time effectively and prioritise tasks to meet deadlines.
- Displays discretion, confidentiality and professionalism at all times.

How to Apply:

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

Closing Date: Midnight on Thursday 12th February 2026

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.

