



## Parish Administrator

### St Edward the Confessor, Sacred Heart Wigan.

We have an exciting opportunity for a highly skilled and experienced administrator to manage the Parish Hub, working closely with the parish priest, Father Georgio Miles.

The Hub is responsible for providing a single point of contact for the parish for all routine matters. The postholder will be expected to lead and monitor the volunteer team members .

This is a permanent position, 15 hours per week , to be discussed at interview stage

Salary is £11,357.14 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, parish admin and issuing certificates for baptisms, weddings, funerals, and other sacramental records. Producing weekly newsletters, liaising with parishioners, contractors and Archdiocesan Officers.

The successful candidate will also be required to use accounting software, experience in Xero preferred.

#### We are seeking a candidate who:

- Demonstrates excellent written and verbal communication skills.
- Has proven experience in a similar administrative role involving a wide range of financial and administrative tasks.
- Is proficient in Microsoft Office applications (Word, Excel, Outlook)
- Has the ability to work Independently, without supervision to manage parish diary's and prioritise tasks to meet deadlines.
- Is able to display discretion, confidentiality and professionalism at all times.
- Can monitor statutory compliance matters e.g. Gas, fire alarm systems, legionella, asbestos.

#### How to Apply:

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

#### Closing Date: 16 July 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.

