



## **PARISH ADMINISTRATOR POSITION**

The Parish of Abingdon-on-Thames is seeking a new parish administrator. The administrator is the senior administrative position for the three churches in the parish. Working closely with the Rector, ministry team, and church wardens, the successful applicant will manage the parish office, handle bookings for the three churches and parish centre, be the first point of contact for people seeking baptisms, funerals, and weddings, as well as handling general enquiries made to the office, among other tasks. The post requires a variety of skills, notably organisational ability, computer literacy, and good interpersonal skills to interact with clergy, other staff, volunteers, and the congregations of the churches.

The post is initially 27 hours each week, over 4.5 days, with the potential to grow; salary £13.45 per hour. For further information, please contact the Rector:

[rector@abingdonparish.org.uk](mailto:rector@abingdonparish.org.uk).

**To apply:** Please send CV and covering letter explaining your reasons for interest in the position and qualifications to [rector@abingdonparish.org.uk](mailto:rector@abingdonparish.org.uk).

**CLOSING DATE FOR APPLICATIONS, Friday 3rd April 2026**