



Parish Administrator

The **Parish of Great Yarmouth** is seeking a reliable and organised **Parish Administrator** to support the life and work of the parish. Based at Great Yarmouth Minster this is a key role at the heart of parish life, providing administrative support to clergy, volunteers, and parishioners, and helping ensure the smooth operation of the parish office.

Key Responsibilities Include:

- General office administration including Life Events (baptisms, weddings, funerals)
- Acting as a first point of contact for enquiries and overseeing hall bookings.
- Handling sensitive information with discretion and confidentiality

Salary & Hours: 12 hours per week, 4 mornings to include Friday. £13.71 per hour.

For informal conversation contact Revd Simon Ward
rector@gtyarmouthminster.org

Apply by sending full CV and covering letter to
office@gtyarmouthminster.org

Closing Date: 27th February **Interviews:** 12th March