PA to the Parish Priest- Our Lady of Lourdes- Wanstead

A vacancy has arisen for a PA to the Parish Priest.

To role is to provide administrative support to the Parish Priest by implementing and maintaining office systems, processes and procedures and delivering a welcoming, appropriate service to those making enquiries or attending the parish office. All applicants should have good administrative, social and technical skills.

The post will be part-time working 30 hours per week – (working pattern tbc).

The salary is £15.45 per hour

The closing date for applications is 10th November 2026 and suitable applicants will be invited to attend an interview on 18th November.

If you have any queries or if you would like to apply, please send your CV to wanstead@brcdt.org