

# Parish Administrator – St Mary's Church, Chipping Norton



**Part-time:** 24(-27) hrs per week

**Salary:** £13.50 per hour, plus pension

**Contract:** 3-year fixed term (with potential to extend)

**Start date:** Mid-late February 2026 (ideally)

**Location:** The Branch, Market Place, Chipping Norton & wider community

St Mary's is a vibrant and growing parish church in the Cotswolds, committed to *'Living in God's love, Living out God's love.'* We are deeply engaged with our community and work closely with **The Branch Trust**, a charity that grew out of the church's mission to serve the local community.

We are launching an exciting new **Parish Nursing Ministry** to reach out to those who are lonely, isolated, and in need of holistic care. This post will provide administrative support to the Parish Nurse as well as working with the Church and Finance Administrators to support general administration of the parish.

We are looking for someone to join our team and play a foundational role in supporting the launch of a new ministry. Working in a beautiful market town, there is an opportunity to make a lasting difference.

## How to Apply

For an application pack or an informal conversation, please contact:

 [vicar@stmaryscnorton.com](mailto:vicar@stmaryscnorton.com)

 01608 646202

 [www.stmaryscnorton.com](http://www.stmaryscnorton.com)

**Closing Date:** 12 January 2026

**Interviews:** 19 January 2026 (tbc)

This post carries a **genuine occupational requirement** for the post-holder to be a practising Christian, in accordance with the Equality Act 2010, Schedule 9, Part 1. This post is subject to an enhanced DBS disclosure.