

Catholic Community of East Nottingham

Serving the parishes of St Augustine's,
Our Lady & St Edward's and Sacred Heart



We wish to recruit a

Community Coordinator

If you are

- Looking for an exciting and challenging role
- Experienced and qualified in administration and finances in parish/school/charitable sectors
- A good communicator with excellent people skills and experienced in managing colleagues and volunteers
- Willing to work as part of a team, leading and taking initiative
- Baptised, committed and practising Christian

Then this exciting new role is for you

We can offer you

- An experienced, supportive and skilled wider pastoral team to work with
- Three strong parish communities already working together with a great vision for the future
- A real challenge to help us shape the Catholic community in our area of Nottingham.
- Opportunities to develop your skills

The parishes wish to appoint a Community Coordinator who will lead and coordinate the administrative and pastoral work of the three parishes.

This role has grown out of the recent bringing together of three parishes into one pastoral area.

Covering a wide and diverse area of East Nottingham, it is currently served by a pastoral team including clergy, religious and lay people. This person will work with parish volunteers to run the operation of the parishes, bringing together key functions as necessary and also provide some administrative support to the Diocesan Vocations Director.

For more details and to apply please contact Fr Joe Wheat. Closing date 12 noon on 26th June

sacredheartcarlton@gmail.com Tel 0115 9118266

Starting salary; in the region of £25,000 dependant on qualifications and experience, reviewed annually.

Hours; 35 per week, including 5 hours allocated to Vocations Department. The post requires flexible working with some evening/weekend working as necessary.

Safe recruitment; The Diocese of Nottingham is committed to the safeguarding of children and vulnerable adults. As this role will involve working alongside vulnerable adults at times, a clear DBS will be required for children and vulnerable adults, at enhanced level. Safe recruitment processes will be followed at all times.