



Taunton Minster is looking for a **Parish Administrator**, working 16 hours per week, 10am to 2pm, Tuesday to Friday.

The busy Parish Office is the first point of contact for all telephone and email enquiries from church members, external organisations and members of the general public. The successful applicant will be the “welcoming face” for anyone wishing to contact the church. You will be someone with strong administrative skills, have a good understanding of how to respect confidentiality and able to work both independently and as part of a team.

The Parish Office is located within the grounds of the vicarage and car parking is available.

Full details can be obtained by emailing: pcc@tauntonminster.org and the closing date for applications is 20th July 2026, with interviews being held on 27th July 2026..

Taunton Minster
Church Square, Taunton, Somerset TA1 1SA
01823 213388 www.tauntonminster.org

TO KNOW CHRIST BETTER AND MAKE CHRIST BETTER KNOWN