



DOWN and CONNOR DIOCESAN TRUST

VACANCY

1 YEAR FIXED TERM CONTRACT

PART TIME SECRETARY

ST MALACHY'S PARISH, 24 ALFRED STREET, BELFAST, BT2 8EN

An excellent opportunity has arisen for the appointment, on a 1-year Fixed Term basis, of a Part time Parish Secretary within the Parish of St Malachy's, 24 Alfred Street, Belfast, BT2 8EN.

We are seeking to recruit an individual who will enjoy the challenge of a busy city centre parish office, where confidentiality, efficiency and accuracy are key requirements of the role.

The post holder will be an experienced individual who is exceptionally well organised in order to meet the varied demands within this Parish Secretary role.

The terms are based on a 1 Year Fixed Term appointment requiring 25 hours attendance each week. Monday to Friday from 9.30 am – 2.30 pm daily.
Rate of Pay - £10.50 gross per hour.

If interested in making application for this post, please download an application pack from either the Diocesan website at <http://www.downandconnor.org> by clicking on the link for **JOB VACANCIES**/ or alternatively on the Community NI website, where details of the role are also available by way of Application Form, Role Profile and Person Specification. Application packs can also be obtained from the Parish Office.

We welcome applications from anyone who feels they meet the criteria and are interested in playing an active part in the Parish.

Closing date for applications will be 12.00 noon on Friday 29th April 2022

Down and Connor Diocesan Trust is an Equal Opportunities Employer