



DOWN and CONNOR DIOCESAN TRUST
ST COLMCILLE'S PARISH
BELFAST
VACANCY

PASTORAL/ADMINISTRATION ASSISTANT

An opportunity has arisen where we seek to recruit into the role of Pastoral/ Administration Assistant within St Colmcille's Parish, Ballyhackamore, Belfast, BT4 3JB.

The post holder will be required to:

- Represent the Parish and assist the Parish Priest in the mission and pastoral care by working with those in the parish who require spiritual and practical support.
- Provide confidential, efficient, and effective administrative support to the Parish Priest, and assistant to visitors and parishioners who visit or make contact with the Parish Office.

Hours of work – 20 hours per week, flexibility will be required from time to time.

Rate of Pay: £11.50 gross per hour.

Full details relating to the vacancy can be found on the Diocesan website at: <http://www.downandconnor.org> clicking on the tab: **job vacancies** and on the Community NI and nijobs.com websites, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form.

We welcome applications from anyone who feels they meet the criteria as presented and are interested in playing an active role within the Diocese of Down and Connor.

Closing date for applications will be 12.00 noon on Monday 25th September 2023

Down and Connor Diocesan Trust is an Equal Opportunities Employer