



DOWN and CONNOR DIOCESAN TRUST
PORTSTEWART & PORTRUSH & BALLYMONEY PARISHES
VACANCY
PARISH SECRETARY

A vacancy has arisen for the appointment of a Parish Secretary (Part-time) who will work across the 3 Parishes of Portstewart, Portrush and Ballymoney.

The post holder will be required to:

- provide confidential, efficient and effective secretarial support to the Parish Priest within each of the three parishes, and assistance to visitors and parishioners who visit or make contact with these Parish offices.
- to effectively and efficiently manage and maintain the Parish Offices.

The terms are based on a permanent appointment requiring 25 hours per week. Work pattern to be agreed across the individual parish offices.

Rate of Pay - £12.50 gross per hour

(Where travel between parish offices is required – mileage allowance will form part of the overall remuneration package for this shared role.)

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 website, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form. Application packs can also be obtained from any of the Parish Offices of Portstewart, Portrush or Ballymoney.

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 Monday 16th September 2024

Down and Connor Diocesan Trust is an Equal Opportunities Employer