DOWN and CONNOR DIOCESAN TRUST

PARISH SECRETARY – PART TIME

NEWTOWNARDS PARISH

A vacancy has arisen for a Parish Secretary within Newtownards Parish, 71 Upper North Street, Newtownards, Co Down BT23 4JD.

The post holder will be required to:

- provide confidential, efficient, and effective secretarial support to the Parish Priest, and assistance to visitors and parishioners who visit or make contact with the Parish office;

- effectively and efficiently manage and maintain the Parish Office.

The terms are based on a permanent appointment requiring 9 hours per week, 3 hours each Monday, Wednesday, and Friday morning.

Rate of Pay - £10.50 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 website and on nijobs.com, 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 Newtownards 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 4th February 2022

Down and Connor Diocesan Trust is an Equal Opportunities Employer