



DOWN and CONNOR DIOCESAN TRUST

VACANCY

DIOCESAN CURIA OFFICE

'EXECUTIVE SUPPORT OFFICER'

An exciting opportunity has arisen for the recruitment of an Executive Support Officer, to join the Down and Connor Diocesan Trust team based at 75 Somerton Road, Belfast, BT15 4DE. The Executive Support Officer will be required to provide a full portfolio of support to the present Apostolic Administrator and the future Bishop of Down and Connor, Senior Clergy and the Management Team, by way of expert secretarial, clerical, administrative and diary management services.

If you are an individual with excellent communication skills and the ability to deal with sensitive and confidential matters in a professional manner, then we see this as a unique opportunity to join the Down and Connor Diocesan Trust Team.

The terms are based on a permanent appointment for 35 hours per week. Monday to Friday from 9.00am – 5.00pm; additional out of hours may be required from time to time.

Salary: Will be considered within the range of £27,000 to £30,000 gross per annum – commensurate upon experience.

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 Tuesday 7th February 2023

Down and Connor Diocesan Trust is an Equal Opportunities Employer