



DOWN and CONNOR DIOCESAN TRUST

VACANCY

HOUSEKEEPER

UPPER MOURNE PARISH

A part-time Housekeeper vacancy has arisen within Upper Mourne Parish, 1 Greencastle Road, Kilkeel, Co Down BT34 4DE.

The post holder will be required to provide a reliable and efficient cleaning and cooking service to the Parish Priest and the Curate, whilst ensuring a pleasant, welcoming and clean Presbytery for members of the team, volunteers and parish visitors.

The terms are based on a permanent appointment requiring 25 hours attendance each week over 5 days as follows:

- 1 day per week from 11.00am to 4.00pm in the Parochial House
- 4 days per week from 11.00am to 4.00pm in the Curate's residence

Flexibility will be required in relation to attendance and hours worked, from time to time.

Rate of Pay - £9.50 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, 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 Upper Mourne Parish Office, 1 Greencastle Road, Kilkeel, BT34 4DE.

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 Thursday 16th February 2023

Down and Connor Diocesan Trust is an Equal Opportunities Employer