



## **DOWN and CONNOR DIOCESAN TRUST**

### **ST ANNE'S PARISH**

#### **VACANCY**

#### **PARISH CENTRE MANAGER**

A vacancy has arisen for a Parish Centre Manager within St Anne's Parish Centre, Kingsway, Finaghy, Belfast, BT10 0NE.

The post holder will be responsible for managing the Parish Centre and its range of activities. This will include the day-to-day management and operation of the Parish Centre, care of buildings, administration and health and safety within the Parish Centre and its facilities.

The terms are based on a permanent appointment requiring 24 hours per week, however flexibility to work additional hours may be required. Work pattern to be agreed with the Parish Priest.

Rate of Pay - £15,000 gross per annum.

Full details relating to the vacancy can be found on the Diocesan website at: <http://www.downandconnor.org> clicking on the tab: **JOB VACANCIES**, 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 St Anne's 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 Thursday 15<sup>th</sup> June 2023**

*Down and Connor Diocesan Trust is an Equal Opportunities Employer*