



DOWN and CONNOR DIOCESAN TRUST
CULFEIGHTRIN PARISH

VACANCY
PARISH SECRETARY

A vacancy has arisen for a Part time Parish Secretary within Culfeightrin Parish, 87 Cushendall Road, Ballyvoy, Ballycastle, BT54 6QY.

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 10 hours per week, with the following work pattern: Monday morning 3.5 hours, Wednesday morning 3.5 hours and Thursday morning 3 hours (Flexible).

Rate of Pay - £11.50 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 Culfeightrin 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 Tuesday 3rd October 2023

Down and Connor Diocesan Trust is an Equal Opportunities Employer