



DOWN and CONNOR DIOCESAN TRUST

LARNE PARISH

VACANCY

PARISH SECRETARY

A vacancy has arisen for the appointment of a Parish Secretary within Larne Parish Office, 51 Victoria Road, Larne, Co Antrim BT40 1LY.

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.
- to effectively and efficiently manage and maintain the Parish Office.

The terms are based on a permanent appointment requiring 15 hours per week, work pattern to be agreed.

Rate of Pay - £12.50 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 the 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 13th August 2024

Down and Connor Diocesan Trust is an Equal Opportunities Employer