



DOWN and CONNOR DIOCESAN TRUST

VACANCY

PARISH SECRETARY

HOLY TRINITY PARISH

A vacancy has arisen for a Parish Secretary [Part-time] within Holy Trinity Parish, 26 Norglen Gardens, Belfast BT11 8EL.

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 12 hours per week, [3 mornings by 4 hours – working days will be agreed with the successful candidate].

Rate of Pay - £10.50 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 Holy Trinity 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 Friday 13th August 2021

Down and Connor Diocesan Trust is an Equal Opportunities Employer