



VACANCY

PARISH SECRETARY

DIOCESE of DOWN and CONNOR CHRIST THE REDEEMER PARISH, LAGMORE

A Parish Secretary vacancy has arisen within the Parish Office based at 12 Lagmore Drive, Belfast BT17 0TG.

The post holder will 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.

The terms are based on a permanent appointment requiring 20 hours per week, however, flexibility will be required in relation to attendance and hours worked, in order to meet the business needs within the parish office, from time to time.

Annual salary is £9,360.00 gross per annum.

If interested in making application for this post, please download an application form from either the Diocesan website at <http://www.downandconnor.org/job-vacancies/> or Community NI website, where details of the role are also available by way of a Role Profile and Person Specification.

Closing date for applications will be 12.00 noon on Friday 22nd September 2017.

The Diocese of Down and Connor is an Equal Opportunities Employer