



## **VACANCY**

### **DOWN and CONNOR DIOCESAN TRUST SAFEGUARDING OFFICE**

A vacancy has arisen within the Diocesan Safeguarding Office for a Safeguarding Administrator/Personal Assistant.

The role holder will provide an efficient confidential administrative support to the Director for Safeguarding, and the wider Safeguarding Team.

The terms are based on a permanent appointment requiring 35 hours attendance each week. Salary and other relative terms are available within the application pack.

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 alternatively on the Community NI website, where details of the role are also available by way of an Application Form, Role Profile and Person Specification.

**Closing date for applications will be 12.00 noon on Friday 12<sup>th</sup> October 2018**

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