



VACANCY

PARISH SECRETARY ST OLIVER PLUNKETT PARISH

A vacancy has arisen for a Secretary at St Oliver Plunkett Parish, 27 Glenveagh Drive, Belfast BT11 9HX.

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.

The terms are based on a permanent appointment requiring 25 hours attendance each week. Work pattern to be agreed and flexibility will be required in relation to attendance and hours worked, from time to time.

Rate of Pay - £10.50 gross per hour.

Details relating to the vacancy can be found on the Diocesan website from Friday 21st September 2018 and can be accessed by clicking on the tab: **JOB VACANCIES**. Details of the role are also available by way of a Role Profile and Person Specification. Application packs can also be obtained from the Parish Office.

Applications are welcome from anyone who feels they meet the criteria advertised on the Role profile and are interested in playing an active part within the Parish.

Closing date for applications will be 12.00 noon on Friday 5th October 2018

Down and Connor Diocesan Trust is an Equal Opportunities Employer