



VACANCY

SECRETARY

DOWN and CONNOR DIOCESAN TRUST

LOUGHGUILLE PARISH

A vacancy has arisen for a Part-time Secretary within the Parish of Loughguile 44 Lough Road, Loughguile, Ballymena, BT44 9JN

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 16 hours attendance each week. Work pattern will be 4 hours on Monday/Wednesday/Thursday and Friday, and flexibility will be required in relation to attendance and hours worked, from time to time.

Rate of Pay - £10.50 gross per hour.

If interested in making application for this post, please download an application pack from either the Diocesan website at <http://www.downandconnor.org> by clicking on the link for **JOB VACANCIES**/ or alternatively on the Community NI website, where details of the role are also available by way of Application Form, Role Profile and Person Specification. Application packs can also be obtained from the Parish Office.

Closing date for applications will be 12.00 noon on Friday 26th October 2018

Down and Connor Diocesan Trust is an Equal Opportunities Employer