



VACANCY

PARISH CENTRE MANAGER – HOLY ROSARY PARISH CENTRE

DOWN and CONNOR DIOCESAN TRUST

A vacancy has arisen for a Parish Centre Manager – Holy Rosary Parish Centre, 511 Ormeau Road, Belfast BT7 3GR.

The post holder will be responsible to the Chairperson of the Parish Centre Committee, for managing the Parish Centre and its range of activities. This will include the day to day management of the Parish Centre including staff, the care of buildings, administration, accounts and health and safety within the Parish Centre and its facilities.

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.

Rate of Pay - £10.00 gross per hour.

Details relating to the vacancy can be found on the Diocesan website from Friday 12th October 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 19th October 2018

Down and Connor Diocesan Trust is an Equal Opportunities Employer