



DOWN and CONNOR DIOCESAN TRUST

VACANCY

PARISH CENTRE MANAGER [JOB SHARE – 2 POSTS]

ST BRIGID'S PARISH

42 DERRYVOLGIE AVENUE, BELFAST, BT9 6FP

A vacancy has arisen for a Parish Centre Manager within St Brigid's Parish, 42 Derryvolgie Avenue, Belfast, BT9 6FP. The post is being advertised as a job share arrangement.

The post holders will be responsible for managing the Parish Centre and its range of activities.

The terms are based on a permanent appointment of 2 part time officials on a job share arrangement, which will be made up of:

- Role 1 – 15 hours up to 20 hours per week over Monday to Sunday – work pattern to be agreed with the Parish Centre Committee/ Parish Priest.
- Role 2 – 15 hours up to 20 hours per week over Monday to Sunday – work pattern to be agreed with the Parish Centre Committee/Parish Priest.

Ability to work flexible hours is required from the post holder from time to time.

Rate of Pay - £13.00 gross per hour

Full details relating to the vacancy can be found on the Diocesan website at: <http://www.downandconnor.org> clicking on the tab: **JOB VACANCIES**, on the Community NI website, and at: <https://www.nijobs.com/> where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form. Application packs can also be obtained from St Brigid's Parish Office.

We welcome applications from anyone who feels they meet the criteria and are interested in playing an active part in the Parish.

Closing date for applications will be 12.00 noon on Friday 26th November 2021

Down and Connor Diocesan Trust is an Equal Opportunities Employer