DOWN and CONNOR DIOCESAN TRUST

VACANCY

LIVING CHURCH

SUPPORT OFFICER/PERSONAL ASSISTANT

An opportunity has arisen within our Living Church Office, where we seek to recruit a Support Officer/Personal Assistant. The successful candidate will provide a comprehensive and professional support to the Director of the Living Church Office, and administration and co-ordination support to the wider team.

We see this as an exciting and challenging opportunity in the life and mission of the Church. The successful candidate will be key to efficient office organisation and deadline compliance.

The terms are based on a permanent appointment, 35 hours per week, 9.00am – 5.00pm Monday – Friday.

Salary: Will be considered within the range of £24,000 to £27,000 gross per annum – commensurate upon experience.

Full details relating to the vacancy can be found on the Diocesan website at: http://www.downandconnor.org clicking on the tab: job vacancies and on the Community NI and nijobs.com websites, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form.

We welcome applications from anyone who feels they meet the criteria as presented and are interested in playing an active role within the Diocese of Down and Connor.

Closing date for applications will be 12.00 noon on Thursday 28th July 2022

Down and Connor Diocesan Trust is an Equal Opportunities Employer