DOWN and CONNOR DIOCESAN TRUST

BISHOP'S RESIDENCE & CURIA OFFICE

VACANCY

"ASSISTANT HOUSEKEEPER"

The Diocese of Down and Connor is seeking to appoint an **Assistant Housekeeper** who is a conscientious individual with a positive approach to work, excellent attention to detail and the ability to work effectively as part of a team.

As the Assistant Housekeeper you will help to create a welcoming, comfortable and professional environment for the Bishop, clergy, visitors, staff and guests. Reporting to the Head of Housekeeping, the successful candidate will undertake a wide range of housekeeping, hospitality and domestic support duties and, when required, provide cover for catering and meal preparation activities.

This position would suit someone who takes pride in maintaining high standards, enjoys working as part of a team, has excellent attention to detail and understands the importance of discretion and confidentiality

The terms are based on a permanent appointment for 30 hours per week.
Monday to Friday from 9.30 am – 4.30 pm.

Salary: Will be considered within the range of £24,500 to £26,500 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 Tuesday 27 October 2026

Down and Connor Diocesan Trust is an Equal Opportunities Employer