



## **DOWN and CONNOR DIOCESAN TRUST**

### **VACANCY**

#### **CARETAKER/SACRISTAN/GROUNDSPERSON [JOB SHARE – 2 POSTS]**

##### **ST. PATRICK'S PARISH**

A vacancy has arisen within St Patrick's Parish, Donegall Street, Belfast, BT1 2FL. The post is being advertised as a job share arrangement. The post holders will be required to:

- ensure the sanctuary is set up for Mass, baptisms, funerals and other services, ensuring all the requisite books and sacramental vessels etc. are in place, and that afterwards the sanctuary is cleared, and the church is left secure and tidy;
- ensure the Church, Parish grounds and other Parish properties are opened and closed at the appropriate time and are maintained to the highest standard.

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 - 20 hours per week over Monday to Sunday – work pattern to be agreed with the Priest Administrator.
- Role 2 - 20 hours per week over Monday to Sunday – work pattern to be agreed with the Priest Administrator.

From time-to-time flexibility will be required in relation to attendance and hours worked, in order to meet the business needs within the Parish and provide cover for the job share partner.

Rate of Pay - £8.91 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** and on the Community NI website, 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 Patrick'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 11<sup>th</sup> June 2021**

***Down and Connor Diocesan Trust is an Equal Opportunities Employer***