



DOWN and CONNOR DIOCESAN TRUST

ST LUKE'S PARISH & NATIVITY PARISH

VACANCY

PARISH SECRETARY

We are seeking to recruit into the role of Parish Secretary (part-time) within St Luke's and Nativity Parishes. The role will be based within St Luke's Church, Twinbrook Road, Dunmurry, BT17 0RP.

The post holder will be required to:

- provide confidential, efficient and effective secretarial support to the Parish Priest, and assistance to visitors and parishioners who visit or make contact with the Parish office.
- to effectively and efficiently manage and maintain the Parish Office.

The terms are based on a permanent appointment requiring 24 hours per week. (12 hours of attendance allocated to St Luke's Parish business and 12 hours allocated to Nativity Parish business). Work pattern to be agreed with the Parish Priest.

Rate of Pay - £13.50 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 the Parish Office at St Luke's Church.

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 Tuesday 3 February 2026

Down and Connor Diocesan Trust is an Equal Opportunities Employer