



DOWN and CONNOR DIOCESAN TRUST

ST COLMCILLE'S PARISH

BELFAST

VACANCY

‘PARISH & VOCATIONS SUPPORT OFFICER’

An exciting opportunity has arisen for the recruitment of a Parish and Vocations Support Officer to be based within St Colmcille's Parish, 191 Upper Newtownards Road, Belfast, BT4 3JB.

The role holder will be required to work with our Director of Vocations supporting him by undertaking secretarial, clerical, administrative and diary management services within the parish and in his role as Diocesan Director of Vocations.

If you are an individual with excellent communication skills and the ability to deal with sensitive and confidential matters in a professional manner, then we see this as a unique opportunity for you to join the Down and Connor Diocesan Trust Team.

The terms are based on a permanent appointment for 30 hours per week.
Monday to Friday – work pattern to be agreed.

Salary: Will be considered within the range of £25,000 to £28,000 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 njobs.com websites, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form. Application Packs are also available from the Parish Office.

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 Monday 10 November 2025

Down and Connor Diocesan Trust is an Equal Opportunities Employer