



## **DOWN and CONNOR DIOCESAN TRUST**

### **BALLYMENA PARISH**

### **VACANCY**

### **SACRISTAN**

### **[JOB SHARE – 2 POSTS]**

A vacancy has arisen for the appointment into the role of Sacristan within All Saints Parish, Broughshane Road, Ballymena, BT43 7DX. The post is being advertised as a job share arrangement. The post holders will be required to take:

- Lead responsibility for the maintenance of the sacristy, ensuring that, with volunteers and others, the sanctuary is set up for Mass, baptisms, weddings, funerals and other services, ensuring all the requisite books and sacramental vessels etc. are in place.

The terms are based on a permanent appointment of 2 part time officials on a job share arrangement with a shift pattern operating on alternating weeks as follows:

- **Job Share Shift 1: covers period Monday to Thursday = 8 hours**

Monday to Thursday	9.00 am to 11.00 am each day.
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- **Job Share Shift 2: covers period Friday to Sunday = 9.5 hours**

Friday and Saturday mornings	9.00 am to 11.00 am.
Saturday evening	5.15 pm to 7.15 pm
Sunday morning	8.00 am to 11.30 am.

Availability to work flexible hours is required from the post holders to meet the business needs within the Parish and provide cover for the job share partner.

Rate of Pay - £10.42 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 All Saints Parish Office, Ballymena.

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 Thursday 18<sup>th</sup> May 2023**

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