



The Church of Ireland Grouped Parishes of Raheny & Coolock, Dublin

PART-TIME OFFICE MANAGER AND PERSONAL ASSISTANT TO THE RECTOR

Location:

Parish Office, All Saints Church, Raheny, D05 YX72

About the Role

We are inviting applications for the pivotal role of Office Manager and personal assistant to the Rector within the vibrant parishes of All Saints, Raheny and St Johns, Coolock. This established position also extends to the Board of Governors of Raheny and Coolock Schools. We value flexibility and the capacity for independent work.

The person appointed will work directly with the Rector to provide administrative and secretarial support in general office management, the preparation of liturgy and services, communications, and finance.

Terms and Remuneration

Offering a flexible 20-hour work week, on a salary of €17,500 p.a., employers sponsored pension contribution into a PRSA and 4 weeks paid holiday per annum

Experience and Requirements

- An understanding of and sympathy with Christian belief, worship and ministry, the aims and objectives of the church and the role of a Rector.
- Previous clerical/administrative experience — ideally a minimum of 5 years.
- Up to date computer skills including MS Office Suite with database experience.
- Experience in financial administration and book-keeping.
- Knowledge of web-site maintenance and social media
- Knowledge of GDPR, CRA and Health and Safety requirements.
- An ability to work independently as well as part of a team.
- An understanding of the importance of confidentiality of church records and conversations.
- Excellent organisational skills.
- Enthusiastic, motivated, proactive and uses own initiative.

To apply

Interested applicants can apply by post to the above address or by email to vacancies@allsaintsraheny.org. Applications should include a short cover letter and optionally a CV outlining their experience and suitability for the position. The closing date for this application is **Friday 21st June 2024**