



## **Executive & Programme Support Officer**

*The Jesuit Centre is an attractive and welcoming facility occupying the upper floor of the old St Patrick's School on Donegall Street. It is situated beside the parish church of St Patrick's where it welcomes all, including parishioners, to activities at the Centre and links the parish with the chaplaincy at the Ulster University Belfast Campus.*

An exciting opportunity has arisen for the recruitment of an **Executive and Programme Support Officer** in the Belfast Jesuit Centre. Reporting directly to the **Director**, the appointee will work closely with Jesuit Centre Team members in support of their activities and ministries.

If you are an individual trained in Ignatian Spirituality, with excellent communication skills and the ability to deal with sensitive and confidential matters in a professional manner, then this is a unique opportunity to join our team.

Terms are based on a permanent appointment (*conditional upon completion of a 6-month probationary period.*)

**Hours:** 35 per week – generally, Monday to Friday with occasional weekends, flexible around activities and welcome needs at the Jesuit Centre, although additional out of hours may be required periodically.

**Salary:** Will be considered within the range of £30,000 to £36,000 gross per annum – commensurate with experience.

Full details relating to the vacancy can be obtained from Fr Gerry Clarke, who can provide you with details relating to terms and conditions of this role, together with a Job Description and Employment Application Form. Email: [gclarke@jesuit.ie](mailto:gclarke@jesuit.ie)

We welcome applications from anyone who feels they meet the criteria as presented and are interested in playing an active role within the Belfast Jesuit Centre.

**Closing date for applications will be 12:00 noon on Fri 28 June 2024**

***The Belfast Jesuit Centre is an Equal Opportunities Employer***