*St. Fintan’s Parish Pastoral Centre*

 Contact Person: Paul Mc Donald

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**A position is becoming vacant for a Activity Centre Administrator**

**The position is part time permanent.**

**Who we are**

We as part of our parish strive to uphold our Christian values of community building by providing a setting for pastoral, social and cultural activities in a safe, caring, giving and nurturing atmosphere.

We come together in our parish centre to share our friendship, support, activity space and offer our talents for the benefit and well being of all in our community and all our visitors.

**The Role**

The main role of parish centre administrator is to manage successfully all the activities held within our parish centre.

To be seen as ‘head of house’.

To ensure that the centre is a safe place to meet and that it is kept very well maintained.

To keep accounts for all activities and manage files.

To promote any free space for further activities.

To work with all other employees and personnel and help them in performing their duties in relation to running the centre.

**The Requirements**

To be committed to the ethos of the centre

To be friendly and open

To be a team player , dependable and responsible

To be pro-active and problem solving

Have excellent communication skills

The ability to accept and provide positive feedback.

A good knowledge of Word, Excel.

Knowledge of keeping accounts .

Be willing to generally help out when needed.

**Schedule:**

**Monday – Friday mornings for approx. 20 – 25 hours per week**

**Salary To be negotiated with a successful candidate**

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