

Mothers' Union All-Ireland

Post of Part-time Office Administrator

The Provincial President and Trustee Board of Mothers' Union are seeking to appoint a Part-time Office Administrator to work as part of the All-Ireland Mothers' Union team. The post holder will support the work of Mothers' Union throughout the dioceses in Ireland.

The successful candidate will be required to work flexibly, from their home base or in the office, which is in central Dublin, and closely with the Board of Trustees of the Mothers' Union.

Hours: 12 hours per week. There may be additional hours offered when workload demands this. Reasonable office and travelling expenses will be paid.

Further information, a job description and the application form available from:

Mrs H Ellis (P/T Office Administrator post)

Rossorry Rectory,

59 Derrygonnelly Road

Enniskillen

BT74 5PX

Email: heatherme.ellis@gmail.com

Telephone number for information 00447557507879

Closing date: Monday 20 th September 2021