

CHURCH OF IRELAND – DIOCESE OF CLOGHER



VACANCY FOR DIOCESAN SECRETARY

The Diocese of Clogher is seeking to recruit a new Diocesan Secretary to administer and manage the administrative service to the Bishop, the Diocesan Synod and the Diocesan Council in support of the Church's ministry.

Clogher Diocese includes parishes located in much of Counties Fermanagh and Monaghan, as well as parts of Tyrone, Leitrim and Donegal. The Diocese is part of the Church of Ireland and worldwide Anglican Communion.

Applications are invited from suitably qualified and experienced candidates for this important role in the Diocese.

As the successful candidate will be a key representative of the Diocese in dealing with the public, external organisations, the wider Church of Ireland, parishes and clergy, they will be expected to be committed to working within its Christian ethos.

The position is fulltime (35 hours per week) attracting a competitive salary, details of which are available on application, and 12% employer pension contributions.

For an application form, Job Description and personnel specification please contact our Administrative Assistant at apply@clogher.org OR phone 028 66 347879 option 1.

Details may also be accessed directly online via the Diocesan Website at www.clogher.anglican.org and click on the vacancies link.

The CLOSING DATE for applications is Monday 21st July 2025 at 4pm. CVs will not be accepted.

It is anticipated that shortlisted applicants will be invited for interview on 26th August 2025. Interviews will be held at the Diocesan Offices in Enniskillen.

THE DIOCESE OF CLOGHER IS AN EQUAL OPPORTUNITIES EMPLOYER.