**Vacancy**

**Sacramental Coordinator Lower North Shore Parish**

**Permanent, part-time role**

**Up to 15 hours per week (must have availability for after-hours and weekends)**

The Lower North Shore Parish is seeking to recruit a part-time Sacramental Coordinator, up to 15 hours per week. This role plays an important part in the Parish team, coordinating support services to enhance the Sacramental program ministry within the Parish.

The ideal candidate will have relevant experience and/or qualifications in Sacramental Programs, experience working with volunteers in a Catholic environment, comfort working autonomously and an understanding of the need for accountability and ownership in a role, excellent administration and time management skills and proficiency with Microsoft Office Suite. You’ll also have a good understanding of, and commitment to, Catholic values and teachings.

The role does allow for flexibility with the working schedule, however you will need to have availability for after-hours and weekends.

You will be working closely with Parish schools and those schools within the Lower North Shore community to strengthen the relationship between school and Parish.

If this role interests you, please email a brief cover letter and CV to jose.philip@bbcatholic.org.au

Applications close **Friday, 28 October 2022.**

The Diocese of Broken Bay is committed to and promotes a culture of safety and care for all people, especially for children and others in the community who are vulnerable. Our Diocese has no tolerance to Child Abuse and is committed to ensuring our staff and volunteers understand the joint responsibility to safeguard all those within our community.

The successful applicant must have the right to work in Australia and will be required to undertake a National Police History Check and Working With Children Check.