

November 2, 2022

Position advertisement

Operations Manager

The Catholic Parishes of St Heliers & Glendowie, Auckland

Applications close December 15

The Catholic Parishes of St Heliers and Glendowie are entering a co-operative phase under the leadership of one Parish Priest.

The Parishes are looking to appoint an Operations Manager who will be responsible for developing (where not already existing) and managing their administrative operations.

The appointee will work in co-operation with the Parish Priest, the combined Finance Council, and two stand-alone Pastoral Councils, and manage the Parishes' responsibilities in relation to human resources, finance, property, safeguarding and health & safety.

The Parish Priest will be responsible for the Parishes' pastoral care and outreach activities.

The successful candidate is likely to have a deep understanding of the Catholic faith, the role of the Parish within Catholic life, the ability to manage people, delegate and be a good administrator and communicator.

Working hours for this salaried position will, of necessity, be flexible.

Copies of the full job description and terms & conditions of employment are available on request.

Confidential inquiries and applications to

Karla, office@glendowiecatholic.org.nz tel 9-575 9296