

ARCHDIOCESE OF CASHEL & EMLY

VACANCY FOR

DIRECTOR OF PASTORAL PLANNING & DEVELOPMENT

(Three-year fixed-term fulltime contract)

The key responsibilities will be to manage the Faith Development Strategy and Services of the Diocese of Cashel and Emly that embrace faith development as lifelong learning as per Seeds of Hope. This will include staff management, the day-to-day running of the Faith development services office (including Youth Ministry), annual budget projections and production of an annual report. A competitive remuneration package, commensurate with experience, will apply to this appointment.

Job Description

Essential requirements for the post
<ul style="list-style-type: none">• Relevant or equivalent qualification in Catechetics/Religious Education/Theology/Leadership and/or Pastoral Care/Youth Ministry, preferably at Post Graduate level• Familiarity with current directions in the pastoral ministry and mission of the Church, especially in the areas of youth ministry and adult faith development• The ability to work collaboratively with a variety of individuals and groups working in youth ministry, pastoral renewal and adult faith development in implementing the vision for pastoral renewal and faith development contained in Seeds of Hope• Excellent pastoral, interpersonal, organisational & communications skills to work closely with a broad range of stakeholders• Proven track record in analysis, writing research reports and policy positions or briefing documents• High levels of personal motivation, self-management, and attention to detail• Strong IT skills and ability to present data in a range of formats and to various audiences. <p>Full Clean Driving Licence and access to own transport</p>
Special requirements
<ul style="list-style-type: none">• Willingness to work flexible hours and engage in a significant amount of travel in support of training and meetings. There may be occasional overnight commitments• Respect for the teachings of the Catholic Church and willingness to support the Catholic ethos.

Shortlisting and Garda Vetting will apply in respect of this position.

Please note that incomplete or late applications will not be considered.

Position/Title:	Director of Pastoral Planning & Development
Summary of the Service	<p>The Archdiocese of Cashel and Emly Pastoral Plan 2021-26 'Seeds of Hope' is the strategic plan for the pastoral work of the Archdiocese. This role is critical in the implementation of pastoral initiatives and programmes at parish level. The Director will work under the guidance of the Archbishop of Cashel and Emly and the Diocesan Pastoral Council. Working closely with the Council of Priests, Diocesan Pastoral Team and other Pastoral groups as required.</p> <p>The appointed person will be accountable to the Archbishop of Cashel and Emly.</p>
Location:	Diocesan Office, Thurles with extensive travel throughout the Diocese.
Reporting to:	The Archbishop of Cashel and Emly
Terms and conditions of employment:	<ul style="list-style-type: none"> • This is a full-time, 3-year fixed term contract. • Salary is commensurate with experience. • The position is based on a 35-hour working week. Normal office hours are 8.30 am – 4.30 pm or 9.00 am – 5.00 pm. The nature of this role is that the postholder will need to work in a flexible manner, and be available for regular evening and weekend work.
Additional Requirements	<ul style="list-style-type: none"> • Active member of the Catholic Church • Familiarity with current directions in the Pastoral Ministry and mission of the Church especially in the areas of Youth Ministry and Adult Faith Development. • Previous catechetical and religious education experience in parishes or schools with adults or young people, as well as professional qualifications and practical training • Knowledge of safeguarding and Data Protection principles • Excellent communication skills both verbal and written. • Ability to maintain a high degree of confidentiality and handle sensitive issues with discretion. • Competent in the use of Microsoft office including Word, Excel and PowerPoint. • Maintain appropriate records including data base and other information dealing with pastoral work. • Liaise and engage as appropriate and needed with other Diocesan staff, clergy, volunteers, and Parish staff. • Provide regular reports to Pastoral Implementation Manager and others as required • Any other duties as may be assigned from time to time.

APPLICATION FORM

Job Title Director of Pastoral Planning & Development
Location Thurles/Cashel/Tipperary Town
Closing Date for Application Friday, June 25th, 2021

PERSONAL DETAILS

Surname	
Title	
Forename(s)	
Address	
Postcode	
E-mail	
Tel. No.	
Mobile	
Current Salary	
Where did you hear about this post?	

Statement of suitability

(Please provide a statement of why you think your skills and experience are suitable for this role, max 300 words)

Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description

Relevant or equivalent qualification and experience

Familiarity with and evidence of strong communication to current directions in the pastoral ministry of the Catholic Church, especially in the areas of Adult Faith Development and Youth Ministry.

Evidence of pastoral, interpersonal, organizational and communication skills, written and oral

Experience of working collaboratively in a church related setting

Management experience including staff and project management

Experience of IT and social media skills

Examples of flexibility from previous employment experience

Evidence of self-motivation and strong organizational skills

Experience of ability to work on own initiative as well as part of a team

Experience of report writing, analysis and preparation of briefing documents

Employment Record

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked "Confidential").

Dates		Employers Name, Location and Type of Business	Duties, Status and Nature of Work	Reason for Leaving
From	To			

Educational Background

University/ College	From	To	Courses and Results
Further Education and Formal Training	From	To	Courses and Results
School	From	To	Examinations and Results

ADDITIONAL INFORMATION

Please indicate any additional information which you feel may be helpful in assessing your suitability for the position

REFERENCES

Please include details of your current/most recent employer and two other referees, one of which should be a character reference. Referees must not be related to you. Referees will not be contacted prior to interview.

Name and Position of Referee	Capacity in which known to Referee	Address, E-mail and Telephone Number

Are you an Irish citizen or national of any EU country?

Yes No

Do you need a work permit to work in Ireland?

Yes No

DECLARATION

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references, satisfactory Garda vetting and a medical. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant:

Date:

Please complete all parts of this form and return by email to pastoral.office@cashel-emly.ie or post to

**Archdiocese of Cashel & Emly,
Archbishop's House, Thurles, Co. Tipperary, E41 NY92
clearly marking the application
by 5pm on Friday, June 25th, 2021**