

DIOCESAN SECRETARY

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

| | |
|----------------------------|---|
| Employer: | CRSS |
| Post: | Diocesan Secretary |
| Contract Duration: | Fulltime Permanent Contract |
| Location: | Cork and Ross Diocesan Offices, Redemption Road, Cork T23PXDO |
| Probationary Period | 6 Months |

Context

The Diocese of Cork and Ross is a faith community of 68 parishes and other religious communities, 175 Primary Schools under the patronage of the Bishop of the Diocese and Post Primary Schools.

The Employer is CRSS CLG, a registered charity whose mission is to support certain agencies providing services to the Catholic Diocese of Cork and Ross.

The Diocese, through CRSS, is seeking to appoint a Diocesan Secretary in the Diocesan Office of the Diocese of Cork and Ross from suitably committed and qualified people who are willing to work in this capacity in the service of the Diocese of Cork and Ross. The new Diocesan Secretary will manage and administer all functions pertaining to a busy Diocesan office.

The role of the Diocesan Secretary will be to co-ordinate the general management and administrative duties of the diocesan office under the direction of the Bishop of the Diocese.

Key Duties and Responsibilities

- Oversee the day to day running of the Diocesan Office
- Serve as executive secretary to the bishop and various diocesan governance bodies.
- Collaborate, as appropriate with priests, religious, parish and *Family of Parishes* representative bodies and other diocesan groups.
- Build relationships with parishes and *Families of Parishes*.
- Line manager to diocesan office personnel.
- In collaboration with diocesan office staff oversee the Bishop's diary engagements, correspondence, phone and e-mail communication.

Financial:

- Collaborate with the Diocesan Financial Administrator on day-to-day matters
- Collaborate with the Diocesan Finance Committee and Diocesan Financial Administrator in relation to Charity Governance Code, Corporate Governance, Company Law requirements and associated matters in relation to Diocesan Trusts.
- Attend to day-to-day matters in relation to Diocesan Trusts .

Property:

- Serve as secretary to diocesan property holding companies and all associated responsibilities.
- Serve as executive secretary to the Diocesan Property Advisory Committee.
- Liaise with Solicitors, engineers, planners and other professionals on behalf of the diocesan property companies, Diocesan Property Advisory Committee and Diocesan Trusts.
- Attend to insurance matters in relation to diocesan properties and properties held in trust.

Essential Criteria

- Demonstrate a high level of understanding of and commitment to the ethos and values underpinning the mission and the ministry of the Diocese of Cork and Ross
- Demonstrate to the satisfaction of CRSS a high level of understanding of issues relating to religious faith and practice in contemporary Ireland
- Demonstrate to the satisfaction of CRSS evidence of Personal Catholic faith in practice and expression
- A third-level qualification in a discipline adjudged relevant to the post by CRSS or work experience of a kind, level and duration adjudged equivalent by CRSS
- At least five years' experience in a senior management/administration role involving responsibility for:
 - Establishing and maintaining harmonious working relations with staff
 - Strategic Planning
 - Financial and Property Planning and Management
- Demonstrate competency in the use of IT, including online communication platforms, website and data control management
- Show evidence of self-motivation, direction and target driven performance with a track record of delivering results.
- Display a willingness to be flexible with regard to working hours
- A current driving licence and use of a car

NOTE:

This Job Description is a guide to the duties expected of the employee. The nature of the position requires flexibility and adaptability to change as the duties may vary from time to time
The Employer reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in the initial job description