

CRSS

(CRSS CLG, a registered charity whose mission is to establish, maintain and coordinate employment services and facilities for the Diocese of Cork and Ross.)

Information for candidates for the post of :

Diocesan Director of Safeguarding in the Diocese of Cork and Ross

Location:

Working at Cork and Ross Diocesan Offices, Redemption Road, , Cork T23PXDO or other locations specified by CRSS

Hours:

The Contract is for an average of 14 hours per week, worked over 2 days

Duties:

See Job Description for Diocesan Director of Safeguarding attached.

Commencement Date: To be decided and subject to agreement

The Employer:

The Employer is CRSS CLG, a registered charity whose mission is to establish, maintain and coordinate employment services and facilities for the Diocese of Cork and Ross and operates only with funding to sustain the post from the said Diocese.

The Contract:

The nature of this employment contract is **Part-Time Fixed Term**. Continuation of the employment Contract is dependent upon the continuation of these funds. The Contract is, therefore issued on such objective grounds.

The successful candidate will have:

- 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 and familiarity with church structures and activities
- A third-level qualification or equivalent professional qualification in a discipline adjudged relevant to the post or work experience of a kind, level and duration adjudged equivalent by CRSS.
- Exceptional skills and knowledge of Child and Vulnerable Adult safeguarding and have relevant professional knowledge of the guidelines, policies and procedures of Tusla, and the National Board for Safeguarding in the Catholic Church of Ireland relating to Children and Vulnerable adults .
- At least five years employment , post qualification, and must have the requisite knowledge and ability for the proper discharge of the duties of the post
- Ability to manage disclosures or allegations of abuse with responsibility for reporting disclosures or allegations.
- Competence in assessment and management of risk.

- Demonstrable ability to adapt, develop, compile, deliver and evaluate training programmes.
- A proven ability to nurture a safeguarding environment .

Candidates will be selected following an interview process.

The successful candidate will be required to sign a Contract prior to commencement of employment. A copy of the Contract will be furnished with any offer of employment.

Hours and Flexibility

A. The Employee shall conform to such hours of work as may from time to time be reasonably required of her/him and not be entitled to receive any remuneration in respect of overtime or work performed outside his/her normal working hours, other than additional hours which may be worked under the terms and provisions of this Contract.

(i) The Employee shall be required to work an average of 14 hours in each week normally over 2 days to be agreed with the Diocesan Secretary, exclusive of any intervals for lunch making a total of 728 hours in each year during the term of this Contract.

(ii) Remuneration for hours worked in excess of the foregoing 14 hours per week, up to a maximum of 6 hours per month making an additional 72 hours in each year will be discharged by the Company at monthly intervals . These arrangements may be varied by the Company in writing.

B. Flexibility is an essential part of this employment . In this regard the Employee may be called upon at other times, apart from the foregoing two days and up to 6 additional hours per month. In the event that hours in excess of the hours referred to at A(i) and A (ii) above become necessary, following consultation with and prior approval of the Diocesan Secretary, and such emergency work may need to be carried out and it extends to a period exceeding 30 minutes duration on any occasion, such time may, subject to prior arrangement with the Diocesan Secretary, be accumulated and recorded on time sheets as Time in Lieu.

The post will also involve attendance from time to time as required at relevant meetings/conferences at local or national level outside of normal working hours .Performance of this post will also require travel throughout the Diocese and will require delivery of training during evenings and or week-ends

C. Hours worked in accordance with B above may, subject to prior arrangement with the Diocesan Secretary, be accumulated and taken as Time in Lieu during the calendar month in which the leave was accumulated or at other times with prior consultation with the Diocesan Secretary. Time in Lieu cannot be carried forward except in exceptional circumstances.

D. All additional hours and any Time in Lieu accumulated shall be recorded on monthly Time Sheets, signed monthly by the Diocesan Secretary and furnished monthly to the Company Secretary for record purposes

Transport:

The successful candidate will be required to have the use of a Car, a clean current Driving Licence and ensure that said vehicle has appropriate insurance cover for this

employment. Travelling expenses (not recoverable from any other person or body) will be paid by the Company in accordance with current Revenue Civil Service Mileage and Subsistence Rates applicable to engine capacity in respect of journeys undertaken in the course of the employee's duties as an employee of CRSS on receipt of detailed travel log certified by the Diocesan Secretary of said Diocese.

CPD:

The successful candidate will be required to engage in Continuous Professional Development.

Remuneration

Salary commensurate with qualifications and experience .

Wages which are taxable are paid monthly on the 20th of each month by electronic bank transfer into the designated bank account of the employee.

Annual Leave

Statutory entitlements.

Sick Leave

The contract and Company policy will dictate the conditions which apply in respect of Sick Leave. A copy of the Company guidelines on leave will be furnished with Contract

Probationary Period

The current contract states that the employee shall be on probation for a period of **Six Months** from the commencement date and CRSS shall have the right to terminate this employment at any time during the said probation period on giving at least 14 days notice to expire on any date prior to the expiration of said probationary period, or at the discretion of CRSS to pay salary in lieu of such notice.

The probationary period may be extended at the discretion of CRSS but the extended period will not in any case exceed 2 months

The employee will be monitored throughout the probationary period and notified of any extension to the probationary period and/or successful completion of the probation. The probation period will not be deemed to be completed until such notification has been received.

Cessation

Notwithstanding the terms herein, the employee shall be entitled to cease his/her employment at any time on giving not less than 30 (thirty) days prior notice in writing to CRSS.

Reporting to CRSS and Responsible to CRSS, but day-to-day accountability to the Bishop of Cork and Ross or his delegate to whom this responsibility may be delegated by CRSS, for attendance and for work undertaken.

GENERAL

Candidates are required to provide the names and contact details of two referees to testify to the professional competence and character of the candidate. The Company will contact referees only if an offer of employment is being made

Offer of Employment

It should be noted that no offer of employment is made, or should be interpreted as having been made, until CRSS makes a formal order of appointment and the applicant is notified of same.

Garda Vetting:

In accordance with Company and Diocesan Policy the successful Candidate must be Garda Vetted prior to commencement of employment and any offer of employment is dependent on successful Garda vetting

Confidentiality

The person appointed to this position will have access to information which is confidential to CRSS and or to the Diocese of Cork and Ross or to Parish authorities. All records and information are strictly confidential and on no account should information be divulged or discussed except when necessary in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons may obtain access to them and must be kept in safe custody when no longer required. When required for use all records and information must be so safeguarded that no person not authorised in writing to do so by CRSS and/or by the said Diocese may have access to them and shall when no longer in use be kept in safe custody and inaccessible to all unauthorised persons.

Data Protection The successful candidate will be required to have a clear understanding and knowledge of Data Protection principles and procedures.

NOTE: (1)CRSS is precluded by law from employing persons not eligible for employment in the Republic of Ireland and hereby gives notice that an Application for this post from a person not so eligible will be deemed null and void. Appointment to this role is subject to the candidate's eligibility to work in Ireland

- (1) The Job Description attached 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

CRSS is an equal opportunities employer