

# 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 Parish Life Coordinator in the Diocese of Cork and Ross**

#### **Location:**

Working at Cork and Ross Office for Mission and Ministry, Cathedral Presbytery, Roman Street, Cork, T23NX76 or other locations specified by CRSS

#### **Duties:**

See Job Description for Parish Life Coordinator 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 current fixed-term contract is an agreement between CRSS and the employee for the period from April, 2026 to March, 2029. The nature of this employment contract is **Three-year Fixed-Term**. This position is fully funded by the Diocese of Cork and Ross and continuation of the employment Contract is dependent upon the continuation of these funds. The Contract is, therefore, issued on such objective grounds.

#### ***The successful applicant will have:***

##### **Essential Criteria**

- 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.
- A high level of understanding of issues relating to religious faith and practice in contemporary Ireland.
- 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.
- Good people skills including advanced skills in group facilitation.
- At least three years' experience in a senior management role involving responsibility for:
  - Establishing and maintaining harmonious working relations with co-workers
  - Strategic Planning
  - Effective management and motivation of personnel, including those involved in a voluntary capacity, proven capacity to effect change, organisational and otherwise, good inter-personal and communication skills.

- Competency in the use of IT, including online communication platforms.
- Self-motivation and a track record of delivering results.
- A willingness to be flexible with regard to working hours.
- A current driving licence and use of a car.

### **Desirable Criteria**

- A theological qualification.
- Experience in facilitating dialogue in a faith setting.
- Experience of designing and delivering programmes / courses to adults.

Candidates will be selected following an interview process. Shortlisting may apply.

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.

### **Duties and Responsibilities**

(a) Working at Cork and Ross Office for Mission and Ministry, Cathedral Presbytery, Roman Street, Cork. Duties of the employment shall also be performed in Parishes of the Diocese of Cork and Ross or other locations specified by CRSS

(b) Hours: **The Contract is for an average of 37 hours per week to be worked over 5 days, Monday to Friday.**

(c) Duties: See Job Description for Diocesan Parish Life Coordinator attached.

Details of the Company Grievance and Disciplinary procedures will be furnished with Contract of Employment

**Flexibility** Some of the work will be done at night, and on some week-ends. The post will also involve attendance from time to time as required at relevant meetings/ conferences at local or national level, meetings with teams of priests and training of parish groups outside of normal working hours. Flexibility on the part of the employee is required and will be reciprocated by way of Time in Lieu by the Company subject to the circumstances in any given instance and in consultation with the Bishop of Cork and Ross or his designate.

### **Time in Lieu:**

The normal working week is 37 hours. The employee will receive additional ex-gratia holiday leave in lieu of week-end work as follows: 4 Church Holy Days of Obligation, 5 working days after St. Stephen's Day and 2 working days after Easter Monday.

Hours worked in excess of 37 hours per week, up to a maximum of 20 extra hours per calendar month, may, during the months of Autumn/Winter/Spring be accumulated and taken as additional leave during the summer months of July/ August in the calendar year in which the leave was accumulated or at other times in consultation with the Bishop of Cork and Ross or his Designate. Time in lieu cannot be carried forward except in exceptional circumstances.

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

The employee must ensure that his/her activities or work will not result in his/her working in excess of 48 hours weekly.

### **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 will be commensurate with qualifications and experience . Wages which are taxable are paid monthly on the 20<sup>th</sup>. of each month by electronic bank transfer into the designated bank account of the employee.

### **Pension:**

State auto enrolment Pension scheme for all its employees.

### **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: 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**

*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**

**How to Apply:**

Completed Application Form (Not CV) to be returned via electronic mail to [jk.crss@gmail.com](mailto:jk.crss@gmail.com)

**Closing date for receipt of completed Applications for this post is: 12 noon on Friday, 27<sup>th</sup>. February , 2026.**

Further Information about this post with detailed **Job Description** and **Application Form** are available to download on [www.corkandross.org](http://www.corkandross.org) or **via email from CRSS :** [jk.crss@gmail.com](mailto:jk.crss@gmail.com)