

PARISH LIFE COORDINATOR

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

Employer:	CRSS
Post:	Parish Life Coordinator
Job Type:	Full time
Contract Duration:	Three-year Fixed Term
Location:	Cork and Ross Office for Mission and Ministry, Cathedral Presbytery, Roman Street, Cork and other locations in Parishes throughout the Diocese.
Probationary Period	6 Months

Context

CRSS CLG invites applications for the post of Parish Life Coordinator from suitably committed and qualified people who desire to work in the service of the Catholic Diocese of Cork and Ross. 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. This is a Three-year Fixed Term post based at the Cork and Ross Office for Mission and Ministry, Cathedral Presbytery, Roman Street, Cork and other locations in Parishes throughout the Diocese.

The Diocese of Cork and Ross is a faith community of 68 diverse parishes and other communities which are configured for mission into 16 families of parishes. The Holy Spirit and Church leadership are calling all of us to a new experience of Church where the baptised will walk on a path where we all encounter Christ together and bring others to know Christ in new ways.

Our Diocese is ministered to by priests, religious and lay people, who together serve God's people with a range of gifts and talents. Parishes are coming together to share resources and personnel so that they can continue to develop and sustain programmes which will sow, nourish and harvest the faith of their members of all ages and reach out to new members to serve God and his people.

The Diocese is committed to supporting parishes, people and priests to navigate the path. The successful candidate will join other personnel who serve the Diocese, working closely with the Bishop. The person recruited for this position will continue the work of the already established office for Mission and Ministry.

The Parish Life Coordinator will:

- Work to support the continued implementation of the vision for parishes / *Families of Parishes* of the Bishop of the Diocese of Cork and Ross, identifying and responding to the needs of the parishes / *Families of Parishes* and faith communities of the Diocese as they develop new ways of ministry and new structures to serve their mission.
- Resource the ministry of priests as they develop team ministry and as they collaborate with parish leadership groups.
- Be available for evening and week-end work when required.

Key Duties and Responsibilities

- Help build relationships of trust within each team of priests and with deacons and lay leadership.
- Establish and maintain communication channels with key parish personnel.
- Guide and support the development of *Families of Parishes* through collaboration with the priests who are moderators.
- Help identify and develop responses to training and formation needs in parishes.
- Manage the work programme of other office personnel and the office budget.
- Ensure that the work of the office and staff are compliant with diocesan norms and statutory requirements, including safeguarding and GDPR.
- Prepare clear, concise and accurate reports as required.
- Manage Diocesan event planning and coordination.
- Lead and support initiatives which respond to the needs of the Diocese.

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.

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