

CRSS

Information for candidates for the post of:

Secretary at the Diocese of Cork and Ross

The Employer is CRSS CLG, a registered charity whose mission is to establish maintain and co-ordinate employment services and facilities for the Diocese of Cork and Ross.

CRSS CLG is seeking to recruit an Experienced Secretary who will work 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 CLG.

Hours:

Full-time: 28 hours per week: Present working hours: 9.30 am to 4.30 pm

Duties:

See Job Description for Secretary already furnished

Commencement Date: To be agreed

The Contract:

The nature of this employment contract is Full-Time Permanent. 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.

Qualifications and Experience

See Job Description already furnished.

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 Diocesan Offices, Redemption Road, Cork T23PXDO or other locations specified by CRSS CLG
- (b) Hours: **The Contract is for an average of 28 hours per week**
- (c) Duties: See Job Description already furnished.

Flexibility: The post may involve attendance from time to time as required at relevant meeting 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 line manager.

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 CLG on receipt of detailed travel log certified by the Diocesan Secretary of the Diocese of Cork and Ross.

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

Remuneration: 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.

Probationary Period: You will be employed on probation for a period of Six Months from the commencement date and CRSS CLG 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 CLG to pay salary in lieu of such notice.

Termination of this agreement within the probationary period shall be at the discretion of the Company and in the event of such a termination you will receive 14 days notice and not the notice period provided for in the clause entitled "Cessation" below.

Likewise, where you intend to resign from your employment during your probationary period you will be required to give the company 30 days' notice in writing.

You 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 to CRSS CLG.

Reporting to CRSS CLG and Responsible to CRSS CLG, but day-to-day accountability to the Diocesan Secretary to whom this responsibility may be delegated by CRSS CLG, for attendance and for work undertaken.

GENERAL

Candidates are required to provide the names and contact details of Three referees to testify to the professional competence and character of the candidate, one of whom must be your current/ most recent employer and one of whom should be a character referee. Referees must not be related to you. 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 CLG makes a formal order of appointment and the applicant is notified of same.

Garda Vetting: In accordance with Company 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 may have access to information which is confidential to CRSS CLG 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 CLG 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.

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

The Job Description already furnished 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.

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

CRSS CLG is an equal opportunities employer.

How to Apply:

Completed Application Form to be returned via electronic mail to jk.crss@gmail.com

Deadline for receipt of completed Applications for this post is: 12 noon on Friday 10th. July, 2026.

Candidates will be selected following an interview process, shortlisting may apply.