

# SECRETARY

## DIOCESE OF CORK AND ROSS

### Job Description

*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 this initial job description.*

*The person appointed to this post will be aware of the ethos of the Diocese of Cork and Ross and will respect that ethos in the discharge of their contractual duties with CRSS CLG.*

### KEY RESPONSIBILITIES

- 1) Working at the Cork and Ross Offices, Redemption Road, Cork, or other location specified by CRSS
- 2) Present office hours: 9.30 am -4.30. pm.
- 3) Hours per week: 28 Hours.
- 4) Duties include:

#### **A. Executive & Administrative Support**

- a. Administrative and executive support services to the Bishop of Cork and Ross and the Diocesan Secretary.
- b. Preparing correspondence, reports, digital documentation and managing dictations including typing of letters, memo's and other correspondence.
- c. Monitoring and responding to emails as directed.
- d. Preparing and formatting presentations, briefing papers and meeting documentation.
- e. Maintaining accurate electronic and paper filing systems.
- f. Handling and processing of correspondence and documentation specific to the work of the Diocesan office.

#### **B. Meetings & Events Coordination**

- a. Preparation of meeting rooms and other resources, drafting minutes and reports.
- b. Following up on action points arising from meetings.
- c. Scheduling and co-ordinating appointments for meetings and training events.
- d. Coordinating meeting invitations, agendas and supporting documentation.
- e. Arranging catering, venue bookings and logistical requirements where required.

#### **C. Communications & Correspondence**

- a. Handling and processing queries by phone and in person.
- b. Acting as a first point of contact for visitors, clergy, parish representatives and members of the public.
- c. Drafting routine correspondence and responding to enquiries as appropriate.
- d. Maintaining contact databases and mailing lists.

#### **D. Records & Confidentiality**

- a. Maintaining accurate, secure and up-to-date paper and electronic records in accordance with GDPR and Diocesan policies.
- b. Handling confidential and sensitive information with discretion and professionalism at all times.
- c. Ensuring compliance with data protection, records retention and document management procedures.

#### **E. Office Administration & Reception**

- a. Office Receptionist duties.
- b. Assisting with bulk communications and other mailings originating in the office, including taking same to the nearest post-office.
- c. Ordering and monitoring office supplies and stationery.
- d. Assisting with the maintenance of office systems and procedures.
- e. Supporting the smooth day-to-day operation of the Diocesan Office.
- f. Other duties as may from time to time be specified.

## **ESSENTIAL CRITERIA**

### **Professional Skills**

- Excellent proficiency in Microsoft Office 365 applications including Word, Outlook, Excel, Teams and PowerPoint. Ability to scan documents and save in multiple formats.
- Five years relevant administrative or executive support experience, supporting senior executives or leadership teams.
- Excellent organizational skills particularly in preparing correspondence, reports and digital documentation as well as strong document management and record-keeping skills with close attention to accuracy and detail.
- Ability to handle confidential information with sound judgement, discretion and professionalism.
- Maintaining accurate, secure and up-to-date paper and electronic records in accordance with GDPR guidelines.
- Demonstrated ability to work effectively and manage multiple priorities to a high standard as part of a busy team.
- Show evidence of self-motivation, direction and an ability to work on own initiative and take responsibility for own area and duties.
- Strong ability to plan and work efficiently to establish own priorities and manage allocated time.
- Ability to work cooperatively with other members of staff at the Diocesan Office.
- Professional, reliable, and efficient approach to work.
- Commitment to maintaining the values, ethos and mission of the Diocese of Cork and Ross and supporting its pastoral and administrative activities.

## Communication

- Ability to communicate effectively and professionally with clergy, parish personnel, volunteers and members of the public.
- Possess excellent written and verbal communication skills, strong interpersonal skills, and the ability to engage with people in a professional, respectful and empathetic manner.
- Excellent telephone manner and customer service skills.

## Administration

- Experience in diary management and meeting administration.
- Ability to prepare accurate minutes and meeting records.

## DESIRABLE CRITERIA:

- Demonstrate an understanding of, or willingness to develop knowledge of, the structures and activities of Catholic parishes and clergy.
- Experience managing databases or contact management systems.
- Experience in event coordination would be beneficial.
- Prior experience in preparing and formatting presentations, briefing papers and meeting documentation.
- Understanding of Website/publication support.
- Familiarity using website content management systems and social media platforms.
- Experience within education, charity or faith-based organisations.

**(Flexibility is an essential part of the employment and the Employee shall carry out such tasks as reasonably requested. The Job description provided is not intended to be exhaustive)**

*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 CLG [jk.crss@gmail.com](mailto:jk.crss@gmail.com)*

### **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, 10<sup>th</sup>. July, 2026.**

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