

DIOCESAN ADVISOR FOR FAITH DEVELOPMENT IN PRIMARY SCHOOLS

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

Employer:	CRSS CLG.
Post:	Diocesan Advisor for Faith Formation in Primary Schools
Job Type:	Full time
Contract Duration:	Three-year Fixed Term
Location:	Cork and Ross Diocesan Offices, Redemption Road, Cork and in Primary Schools , Parishes and Families of Parishes in the Diocese of Cork and Ross with extensive travel throughout the Diocese required as need arises.
Probation Period:	6 months

The Diocese of Cork and Ross is a faith community of 68 parishes and 175 primary schools under the patronage of the Bishop of Cork and Ross. The diocese wishes to sustain and develop its commitment to assist Primary School communities, Parishes and Families of Parishes by appointing a fulltime Diocesan Advisor to support and guide Religious Education and Faith Development.

The Employer is CRSS CLG. A registered charity whose mission is to support certain agencies providing services to the Diocese of Cork and Ross.

CRSS is now inviting applications for the post of Diocesan Advisor for Faith Development in Primary Schools from suitably committed and qualified people who are willing to work in this capacity in the service of the Diocese of Cork and Ross

Scope of Role

The person in this role will support Religious Education and Faith Formation in Primary Schools under the patronage of the Diocese through a range of activities including school visits to advise, resource and support teachers regarding the “Grow In Love” programme and similarly support Parents, Priests, Parishes and Families of Parishes in Faith Development

Key Duties and Responsibilities of the Post

1. Establish and maintain relationships and communications with Boards of Management, Principals, Teachers, Parents, Parishes, Families of Parishes, and others involved in the 175 Primary Schools under the patronage of the Bishop of said Diocese.
2. Support and resource the “Grow in Love” programme for Primary Schools and provide additional teaching resources as recommended by the Bishop of said Diocese and offer advice and encouragement to teachers on appropriate methodologies and texts.
3. Guide and support teachers in their respective school settings by means of visitation by prior arrangement with school authorities
4. Develop and resource Faith Formation programmes for Primary School communities, Parents, Parishes and Families of Parishes including pre-First Holy Communion programme and pre-Confirmation programme.
5. Resource relevant in-service training courses for Principals, Teachers, ancillary staff, Parents, Parishes and Families of Parishes.
6. Maintain written records of all school visits.
7. Prepare in such form and by such means, and submit by such date and time as may be specified from time to time by the Diocesan Secretary for Education an Annual Report to the Diocese on the work of the Diocesan Advisor in the previous calendar year.
8. Support Parishes and Families of Parishes with sacramental preparation for children attending schools located in the Diocese but not under the patronage of the Bishop.
9. In collaboration with the Office of Mission and Ministry for the Diocese of Cork and Ross and with the Parishes and Families of Parishes organise appropriate support for the parents of children who are being prepared under the auspices of the Diocese for the first reception of the Sacraments of Reconciliation, Eucharist and Confirmation .
10. Attend to occasional communication around Faith Formation for children in Primary Schools, Parishes and Families of Parishes via diocesan communication channels.
11. Communicate and collaborate with the Co-ordinator of Primary schools in the Diocese , the Diocesan Education Council and Education offices in other Catholic Diocese, the CPSMA and other local, national and regional bodies, as may be agreed and/or directed from time to time by the Diocesan Secretary for Education.
12. Comply with statutory requirements , company policies and diocesan regulations regarding Safeguarding of Children and vulnerable persons .
13. Comply with all statutory requirements, company policies and diocesan regulations in relation to GDPR.

Essential Criteria:

The successful candidate in this role :

- Will uphold and be accountable to CRSS for so upholding the Catholic Ethos of each school in the Diocese of Cork and Ross as determined by the Bishop of the Diocese.
- Demonstrate to the satisfaction of CRSS an understanding of and commitment to the ethos and values underpinning the mission and ministry of the Diocese of Cork and Ross.
- Demonstrate to the satisfaction of CRSS an understanding of issues relating to religious faith and practice in contemporary Ireland
- Will hold qualifications in Education (including Religious Education) of a kind, level and grade deemed essential by CRSS for appointment to this post.
- Will have experience in teaching the required curriculum full time to all age-groups in recognised Primary Schools in the Republic of Ireland for a period of not less than Five years
- Will have Pastoral experience of a kind, level and duration adjudged relevant and adequate for the post by CRSS.
- Show evidence of personal motivation, self-management and attention to detail of a kind and to a degree deemed necessary by CRSS for the effective discharge of the functions of this post.
- Display a willingness to engage in ongoing Continuous Professional Development with particular reference to the acquisition of additional professional knowledge and skills in respect of matters and topics which, in consultation with the Bishop of the Diocese, CRSS deems necessary and/or useful from time to time and so informs the person appointed in writing.
- Must be freely available to visit schools during the school year.
- A willingness to be flexible with regard to working hours.
- Demonstrate Computer literacy and ability to use IT to enhance all aspects of the role.
- A current Driving Licence and access to own transport.

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