

# CRSS

*(A company limited by guarantee, having among its objectives support for certain agencies providing services to the people of the Diocese of Cork and Ross)*

## Information for candidates for the post of:

### **Diocesan Parish Life Co-Ordinator in The Diocese of Cork and Ross**

#### **The Employer:**

CRSS CLG is a registered charity whose objective is to support certain agencies providing services to the Catholic Diocese of Cork and Ross and operates only with funding to sustain the post from the said Diocese.

#### **Character**

A candidate for and any person holding the office must be of good character.

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

- 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.
- 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
  - Financial Planning and Management
  - 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 direction: target driven performance with 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

#### **Contract**

The current fixed-term contract is an agreement between CRSS and the employee for the period from 1<sup>st</sup> November, 2022 to 30<sup>th</sup> October, 2025. The nature of this employment contract is **Full-Time 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 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.

**Date of Commencement:** 1<sup>st</sup> November, 2022.

### **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**

(c) Duties: See Job Description for Diocesan Parish Life Co-Ordinator attached.

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

**Flexibility** Much 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 thirty seven hours. The employee will receive additional ex-gratia holiday leave in lieu of week-end work as follows: 4 Church Holidays of Obligation, 5 working days after St. Stephen's Day and 4 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, during the months of Autumn/Winter/Spring may 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.

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.

### **Remuneration**

An attractive remuneration package commensurate with qualifications and experience is available.

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.

### **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.

### **Pension:**

CRSS does not contribute to a Private employee Pension. The company has nominated AIB ARK LIFE as the provider of PRSA for its staff. There is no obligation to join but if an employee already has a PRSA with another provider an employee can continue to make contributions or may transfer to the ARK Life PRSA operated by CRSS

### **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 to CRSS.

**Reporting to CRSS and Responsible to CRSS**, but day-to-day accountability to the Bishop of Cork and Ross for the Diocese of Cork and Ross or his Designate to whom this responsibility is 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 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 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 Policy**

The successful candidate will be required to become familiar with the Company Data Protection Policy and also the Diocesan Data Protection Policy and implement these as far as possible.

### **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

**CRSS is an equal opportunities employer.**