

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 Secretary 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.

The successful candidate will :

- Demonstrate 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
- Demonstrate to the satisfaction of CRSS a high level of understanding of issues relating to religious faith and practice in contemporary Ireland
- Demonstrate to the satisfaction of CRSS evidence of Personal Catholic faith in practice and expression
- 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
- At least five years' experience in a senior management/administration role involving responsibility for:
 - Establishing and maintaining harmonious working relations with staff
 - Strategic Planning
 - Financial and Property Planning and Management
- Demonstrate competency in the use of IT, including online communication platforms, website and data control management
- Show evidence of self-motivation, direction and target driven performance with a track record of delivering results.
- Display a willingness to be flexible with regard to working hours
- A current driving licence and use of a car

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.

Candidates will be selected following an interview process.

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:

1st November 2023,

Duties and Responsibilities

(a) Working at Cork and Ross Diocesan Offices, Redemption Road, , Cork T23PXDO or other locations specified by CRSS

(b) Hours: **The Contract is for an average of 35 hours per week**

(c) Duties: See Job Description for Diocesan Secretary attached.

Flexibility : The post will also involve attendance from time to time as required at relevant meetings/conferences at local or national level 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 for said Diocese.

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

Negotiable Salary commensurate with qualifications and experience .

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.

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.

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 or his delegate to whom this responsibility may be 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.

Safeguarding and Data Protection

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

NOTE:

- (1) 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**
- (2) The Job Description attached 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