

PARISH LIFE CO-ORDINATOR

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

Employer:	CRSS
Post:	Parish Life Co-ordinator
Job Type:	Full time
Contract Duration:	Three-year Fixed Term
Location:	Cork and Ross Office for Mission and Ministry, Cathedral Presbytery, Roman Street, Cork and other locations in Parishes throughout the Diocese.
Probationary Period	6 Months

Context

The Diocese of Cork and Ross is a faith community of 68 diverse parishes and other communities which are being configured for mission into 16 families of parishes. The Holy Spirit and Church leadership are calling all of us to a new experience of Church where the baptised will walk on a path where we all encounter Christ together and bring others to know Christ in new ways. Our Diocese will be ministered to by priests, religious and lay people, who will together serve God's people with a range of gifts and talents.

Parishes will come together to share resources and personnel so that they can develop and sustain new programmes which will sow, nourish and harvest the faith of their members of all ages and reach out to new members to serve God and his people.

The Diocese is "putting out in to the deep" with a new commitment to support parishes, people and priests to navigate this new path. Personnel who will resource this journey are being recruited to serve the diocese, working closely with the Bishop.

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 Parish Life Co-ordinator from suitably committed and qualified people who desire to work in the service of the Diocese of Cork and Ross.

The Parish Life Co-ordinator will:

- Work to support the implementation of the vision for parishes of the Bishop of the Diocese of Cork and Ross in his Pastoral Letter "Putting out in Deep Waters" identifying and responding to the needs of the parishes and faith communities of the Diocese as they develop new ways of ministry and new structures to serve their mission.
- Resource the ministry of priests as they develop team ministry and as they collaborate with parish leadership groups navigating together the transition to families of parishes.

- Be available for evening and week-end work when required..

Key Duties and Responsibilities

- Help build relationships of trust within each team of priests and with deacons and lay leadership
- Establish and maintain communication channels with key parish personnel
- Guide and support the transition to families of parishes through particular collaboration with the priests who are moderators
- Help establish and support a Family of Parishes Pastoral Council in each area
- Help identify and develop responses to training and formation needs in parishes
- Collaborate with the Faith Development Coordinator
- Manage the programme budget and office
- Ensure that the work of the office and staff are compliant with diocesan norms and statutory requirements, including safeguarding and GDPR
- Oversee the day to day running of the Mission and Ministry Office
- Prepare clear, concise and accurate reports monthly
- Engage in ongoing Continuous Professional Development

The successful applicant will have:

Essential Criteria

- 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

Desirable Criteria

- A theological qualification
- Experience in facilitating dialogue in a faith setting
- Experience of work in the voluntary sector, ideally in volunteer management.

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