

CURRENT VACANCIES

Vacancy for Parish Pastoral Worker - Diocese of Waterford and Lismore

The Parish of St. Joseph & St. Benildus & St. Marys, in the Diocese of Waterford and Lismore, the Diocese is situated in the south-east of Waterford City and stretches from St Joseph & St Benildus Church on Newtown Road to St Mary's Church in Ballygunner.

The Parish is now inviting applications for the position of Parish Pastoral Worker.

Applicants must have a primary degree in theology/religious education, or equivalent, as well as relevant experience.

The closing date for receipt of applications, including Curriculum Vitae, is **Friday, 2nd October 2020 at 5:00p.m.**

Please send to liampowerwaterford@gmail.com

Shortlisting will take place immediately thereafter. Interviews are scheduled to take place in October 2020 - Job Description is available from the Parish Office at parishofficejbm@gmail.com

Vacancy for Diocesan Support Worker

The Diocese of Clogher encompasses all of Co Monaghan, most of Fermanagh and portions of Tyrone, Donegal, Louth and Cavan. It has 37 parishes and 85 churches and are currently seeking to appoint a Diocesan Support Workers -(20 hours per week) initially for 1 year, subject to renewal.

This post is based in and will require travel around the Diocese of Clogher. The successful candidate must have a clean driver's-license and use of their own car.

Application details, including a job specification, are available from: www.clogherdiocese.ie or Tel. +353 (0)47 81019 or email: diocesanoffice@clogherdiocese.ie

Letter of application (1 page) must also include details of referees –one character and at least one professional – and must be returned to: *Diocese of Clogher, Bishop's House, Dublin Road, Monaghan H18 PN35* - **no later than 12 Noon on Friday 9 October 2020**

Vacancy for Director of Safeguarding with Responsibility for Children & Vulnerable Adults

The Catholic Dioceses of Kildare and Leighlin, and Ossory are currently seeking to appoint a Director of Safeguarding with Responsibility for Children & Vulnerable Adults - (32 hours per week) initially for 3 years, subject to renewal. Salary will be commensurate with experience and available on request.

This post will be based between Carlow Town and Kilkenny City and will require travel around both dioceses. This role will also require delivery of training and may require you to attend and deliver training during evenings and weekends.

Application details, including a Job Specification, are available from the www.kandle.ie or www.ossory.ie or on request from Kildare & Leighlin Diocesan Office, Bishop's House, Old Dublin Road, Carlow R93 F6D5 and Ossory Diocesan Office, James's Street, Kilkenny R95 NH60.

Applications must include a C.V. (with details of referees – to include one character and at least one professional referee) together with a Cover Letter and must be returned by post to Kildare & Leighlin Diocesan Office, Bishop's House, Old Dublin Road, Carlow R93 F6D5 no later than **12 noon on Friday 9th October 2020**.

ST. MARY'S AND ST PETER'S PARISH ARKLOW JOB VACANCIES FOR:

A. PASTORAL SECRETARY

B. PARISH BOOK-KEEPER

A. Pastoral Secretary - on a one year fixed term / part-time basis for 15 hours per week.

Reporting to the Moderator/Parish Priest, duties include:

1. Providing an administrative service to Arklow Parish
2. Managing the parish office with the effective use of up-to-date office systems.
3. Receiving members of the public and dealing with enquiries
4. Recording and managing parish records.

Requirements:

- ♣ The successful candidate will have at least 5 years administrative experience
- ♣ Up-to-date computer skills including Microsoft Word, Excel, PowerPoint & Outlook with some database experience. Microsoft publisher would also be

desirable

- ♣ Highly developed interpersonal skills with the ability to communicate effectively and work as part of a team with excellent customer service skills
- ♣ Strong organisational skills with the ability to manage competing demands effectively

B. Bookkeeper. This role is offered initially on a one-year fixed term / part-time basis

Reporting to the Moderator/Parish Priest, duties include:

1. Providing a book-keeping service to Arklow Parish
2. Maintaining and up-dating computerised accounts using Accounts IQ
3. Producing quarterly reports for the Parish Finance Committee
4. Assist the parish in reclaiming tax on donations
5. Prepare and process payroll for staff members
6. Other accounts duties

Requirements: The successful candidate will have:

- ♣ Robust book-keeping experience. A certificate in Accounting Technicians of Ireland (IATI) is desirable.
- ♣ Knowledge and experience of Accounts IQ is also desirable
- ♣ Excellent computer skills including Microsoft Office Suite.
- ♣ Highly developed interpersonal skills with the ability to communicate effectively and work as part of a team with excellent customer service skills.

Next steps: Applications should be made by email to V. Rev. Pádraig Canon Ó Cochláin at padraigpparklow@gmail.com or by letter, attaching an up-to-date Curriculum Vitae and cover letter no later than 5pm on Friday 2nd October 2020.

A full job description is available from the Dublin Diocesan website, www.dublindiocese.ie

- Please be advised that short listing of applications may take place followed by no more than two interviews for candidates that progress through the recruitment process.
- References from two previous employers will be sought for suitable candidates.
- Candidates successful at interview will be required to be Garda Vetted and
- complete an on-line medical questionnaire.