

The Diocese of Kildare and Leighlin



Director of Parish Development

JOB DESCRIPTION

Position

Director of Parish Development (Full time 3 year fixed term contract)

Core Responsibility

The primary role of the Director of Parish Development is to direct and support pastoral development in parishes across the diocese. This will include facilitating clergy and parishioners to engage in new ways and structures of working together and building the capacity of parishes to meet the ongoing pastoral needs of people through identifying and managing the delivery of appropriate training and formation.

Context

The work takes place in the context of a diocesan commitment to embedding ways of being a synodal Church across all aspects of diocesan life and in the final stages of development of a Diocesan Pastoral Plan. The Director will be committed to both synodality and the Diocesan Pastoral Plan and will work in close collaboration with the Bishop, the Diocesan Pastoral Council, the Council of Priests, members of the Faith Development Services team, as well as established groups and teams throughout the Diocese.

The Candidate

The successful candidate, a practicing Roman Catholic, will:

- Demonstrate an active commitment to the Catholic faith and a desire to become intimately involved in the life of the diocese.
- Possess strong influencing skills; able to motivate and communicate with clergy and parishioners alike.
- Be a self-confident, decisive personality whose interpersonal skills invite participation and engagement through effective communication.
- Be a natural networker with presence, who builds and nurtures relationships, in particular in regard to clergy, volunteers and all parishioners.
- Hold a proven track record of significant involvement in parish and church activities.
- Demonstrate proven leadership skills including planning, project management, consensus decision making, as well as empowerment and encouragement of others.

- Have the ability to both take direction and work on his/her own initiative.
- Be able to identify and develop responses to training and formation needs in parishes.
- Attend meetings and conferences as required.
- Have ability and experience in working as part of a team.
- Have ability to be patient, flexible and adaptable in pastoral situations.
- Be able to prioritise, realise and evaluate objectives.
- Be an excellent communicator.
- Be able to be discreet and maintain confidentiality.

Experience and Qualifications

The successful candidate will:

- Be educated to degree level. A theological or relevant discipline would be desirable but not mandatory where the equivalent pastoral experience is demonstrated.
- Have proficiency in Microsoft Office. Familiarity with online communication platforms is desirable.
- Hold a full clean driving licence and have use of a car.

Other Requirements

- The appointee will be expected to be available outside of and to work beyond their working hours to attend events and complete responsibilities. Time in lieu will operate as per the Employee Handbook.
- Open to ongoing formation and training to enhance his/her own skills and faith life.
- Compliance with and adherence to all relevant legislation and regulatory requirements, including safeguarding.
- Actively promoting the mission and Gospel values of the Parishes in the service of all.

General

All employees of the diocese will assist the mission of the Catholic Church in the Diocese of Kildare and Leighlin under the direction of the bishop.

The 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 Diocese reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in the initial job description.

Short listing will apply. A second round of interviews may take place.

Terms and conditions:

Location: The position is based in Carlow with travel throughout the diocese as required.

Reporting to: The Bishop of Kildare and Leighlin and/or his delegate.

Hours of work: An average of 35 hours per week. Evenings and weekend work frequently required as an essential component of the role.

Remuneration: Available at interview stage.

Annual Leave: 20 days, plus statutory days.

Duration of contract: 3 year contract.

Probationary Period: 6 months from start date.