

Vacancy for Confirmation Co-ordinator

For the Grouping of Parishes: St. Gabriel's Parish, Dollymount, St. Anthony's Parish, Clontarf and St. John's Parish, Clontarf.

The parishes working together are currently recruiting a Confirmation Co-ordinator. This role is being offered on a part-time (10 hours per week) and temporary basis. The purpose of the role is to deliver the Confirmation Programme 'You Shall Be My Witnesses' through the development and support of parents and act as a link between parishes, parents and schools.

Reporting to the Moderator of the Grouping of Parishes, the Confirmation Co-ordinator will:

- Organise masses in each of the churches for each term;
- Support the recruitment of parents and deliver training to parents and leaders of the confirmation programme and provide catechetical engagement on relevant topics for discussion;
- Link with teachers and act as a liaison between parishes and schools with regard to planning events;
- Engage with parents of children attending non-catholic schools regarding the programme;
- Carry out the necessary administration to organise the confirmation programme and the confirmation ceremony;
- Work with diocesan outreach projects where appropriate and work as a member of the parish team to advance the evangelisation mission.

Requirements:

- The successful candidate must be a practicing baptised Roman Catholic;
- BA in Theology is desirable;
- Be able to demonstrate a commitment to personal faith development and learning;
- Knowledge of the confirmation programme;
- Facilitation skills and experience of providing learning interventions to adults;
- Excellent IT skills with a knowledge of social media;
- Be a team player and be highly organised using time effectively to meet deadlines.

Please see job description for further details.

Applications should be made by email to Ms. Ashling Keane, HR Officer, Archdiocese of Dublin at the address below attaching an up-to-date Curriculum Vitae and cover letter no later than 5pm on Friday 6th October 2017

Ashling.keane@dublindiocese.ie