Applicant’s Specification and application form [please complete in full]

Job Title Project Officer with the Council for Pastoral Renewal and Adult Faith Development (including Youth Ministry) and the Council for Catechetics of the Irish Episcopal Conference

Location Columba Centre, Maynooth, Co Kildare

Salary Scale A competitive remuneration package, commensurate with experience, will apply to this appointment

Interviews Week commencing 20 March 2017

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide information about how you meet these criteria with examples where appropriate under the following headings*

**Essential Criteria**

**Qualifications and Knowledge**

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| --- |
| A third level qualification or 3 years appropriate relevant experience |
| Familiarity with current directions in the pastoral ministry of the Catholic Church, especially in the areas of Youth Ministry and Adult Faith Development |
| Evidence of pastoral, organizational and communication skills |

**Experience**

|  |  |
| --- | --- |
| Experience of strategic planning | |
| Experience of working collaboratively in a Church related setting |
| Experience of research, analytical and report writing skills |
| Experience of project management |

**Special Aptitudes**

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| Evidence of strong commitment to youth ministry and adult faith development |
| Self-motivation, with strong organisational skills (give examples) |
| Interpersonal skills (give examples) |
| Communications skills – both written and oral (give examples) |
| Proficient in the use of Information Technology and Social Media |

**Physical Requirement**

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| Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability) |

**Special Requirements**

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| Knowledge of and respect for the teachings of the Catholic Church |
| A positive disposition and examples of good teamwork |
| Examples of flexibility from pervious employment experience |

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**PLEASE DO NOT SUBMIT A CV**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **E-mail** |  |
| **Tel. No.** |  |
| **Mobile** |  |
| **Current Salary** |  |
| **Where did you hear about this post?** |  |

**Employment Record**

Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked “Confidential ER”

| **Dates** | | **Employers Name, Location**  **and Type of Business** | **Duties, Status and**  **Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |

**Educational Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Examinations and Results** |
|  |  |  |  |
| **University/**  **College** | **From** | **To** | **Courses and Results** |
|  |  |  |  |
| **Further Education and Formal Training** | **From** | **To** | **Courses and Results** |

|  |
| --- |
| **Any additional professional qualifications gained (e.g. professional, vocational or training programmes attended)** |
|  |

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| **Interests and Hobbies** |
|  |

**Additional Information**

| **Please indicate any other information not already provided, which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description. If necessary, attach additional sheets.** |
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|  |

**References**

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

|  |  |  |
| --- | --- | --- |
| Name and Position of Referee | Capacity in which known to Referee | Address, E-mail  and Telephone Number |
|  |  |  |
|  |  |  |

If you have any criminal convictions, please give details in a separate, sealed envelope, marked “confidential”.

Do you have a driving licence? **Yes ❑ No ❑**

Are you an Irish citizen or national of any EU country? **Yes ❑ No** **❑**

Do you need a work permit to work in Ireland? **Yes ❑ No ❑**

**Declaration**

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant to the application. I understand that if I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant: ……………………………………..………………… Date: ……………………………………………….

*Please ensure that you have* ***completed all parts of this form*** *and return to*

*Executive Administrator, Irish Catholic Bishops’ Conference, Columba Centre, Maynooth, Co Kildare*

*E-mail to* [*admin@iecon.ie*](mailto:admin@iecon.ie)

***by 5.00 pm on Friday, 10 March 2017***

*Signed PDFs by email are acceptable.*