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**JOB DESCRIPTION**

**Post:** **Project Officer with the Council for Pastoral Renewal and Adult Faith Development (PRAFD, including Youth Ministry) and the Council for Catechetics of the Irish Episcopal Conference**

**Job Type:**  Full-time

**Contract Duration:** Three-year fixed term

**Location:** Columba Centre, St Patrick’s College, Maynooth, Co Kildare.

**Salary range:** A competitive remuneration package, commensurate with experience, will apply to this appointment

**Scope of the Role**

The Project Officer is responsible, under the direction of the Chairs of the Council for Pastoral Renewal and Adult Faith Development and the Council for Catechetics, for supporting the work of the Council for Pastoral Renewal and Adult Faith Development (including Youth Ministry) and the Council for Catechetics. Both Councils, working as part of the National Faith Development Team, share responsibility for the development of “a nationally agreed approach to initial proclamation, Christian initiation, catechesis, religious education, new evangelisation and theological reflection in dioceses throughout Ireland, listening, supporting and encouraging all those who collaborate in these forms of ministry” (*Share the Good New*s, *National Directory for Catechesis in Ireland, 2010, paragraph 144*).

**Key Duties and Responsibilities**

* Support the work of the Councils for Pastoral Renewal and Adult Faith Development (PRAFD), and the Council for Catechetics, on matters relating to Youth Ministry.
* Support the work of the Councils for PRAFD and Catechetics in preparing for the World Meeting of Families 2018 in Dublin.
* Assist in implementing resources already developed by these Councils, including for example, discussion documents for parish sacramental preparation and celebration, including in-service material for *Grow In Love.*
* Assist in the design of other resources and programmes in support of the work of the Councils for PRAFD and Catechetics.
* Serve as a member of the National Faith Development Team and engage with key networks in the promotion and implementation of material and programmes developed by the Councils for PRAFD and Catechetics.
* Manage the work of the Council for Catechetics working group on *Laudato Si’* with a focus on youth, young adult and adult faith formation.
* Support the work of the Council for PRAFD, as agreed with its Chair.
* Engage in other duties suitable to the role as agreed by the Chairs of the Councils for PRAFD and Catechetics.

*The successful applicant will have:*

* a relevant or equivalent qualification in Catechetics/Religious Education/Theology/Leadership and/or Pastoral Care/Youth Ministry, preferably at Post Graduate level;
* familiarity with current directions in the pastoral ministry and mission of the Church, especially in the areas of youth ministry and adult faith development;
* an ability to work collaboratively with a variety of individuals and groups across the island of Ireland working in youth ministry, pastoral renewal and adult faith development in implementing the vision for pastoral renewal and faith development contained in *Share the Good News – the National Directory for Catechesis in Ireland;*
* effective pastoral, organizational and communication skills;
* excellent research, analytical and report writing skills;
* familiarity with social media and the use of Microsoft Office Professional (including Word, Excel and PowerPoint);
* a full driver’s licence.

*Special requirements:*

* respect for the teachings of the Catholic Church;
* a positive disposition, excellent interpersonal skills and be a constructive team player;
* good organisational and planning skills and an ability to work on his/her own initiative
* flexibility with regard to hours of work and travel

The Project Officer will be based in Maynooth and his/her responsibilities will include the day-to-day running of the office for PRAFD (including Youth Ministry), annual budget projections and production of an annual report. A competitive remuneration package, commensurate with experience, will apply to this appointment.

*A probationary period of six months will form part of this three year fixed term contract.*