

## Job Description

<b>Post:</b>	<b>Administrative Assistant with the Council Vocations of the Irish Catholic Bishops' Conference</b>
<b>Job Type:</b>	<b>Permanent part-time role – three days per week (hybrid working available)</b>
<b>Location:</b>	<b>Columba Centre, St Patrick's College, Maynooth, Co Kildare</b>
<b>Reporting to:</b>	<b>The Chair of the Council for Vocations</b>
<b>Salary range:</b>	<b>A competitive remuneration package, commensurate with experience, will apply to this appointment</b>

### Scope of the Role

The Administrative Assistant is responsible, under the direction of the Chair of the Council for Vocations of the Catholic Bishops' Conference, for supporting the work of the Council for Vocations in promoting vocations to the diocesan priesthood on the island of Ireland.

### General Responsibilities

- Maintaining and updating the Vocations Office's website using WordPress
- Developing and implementing social media strategies to promote vocations on platforms such as Facebook, X (formerly Twitter) and Instagram
- Maintaining accurate records and files and compiling research data
- Time/diary management
- Organising correspondence and following up on pending matters
- Responding to urgent requests
- Organising meetings, events and workshops
- Assisting with the preparation of documents for Council meetings, attend same to take minutes at meetings and typing up same for circulation
- Coordinating and booking travel arrangements

#### *Other duties will include:*

- Day to day running of the office to include telephone calls, e-mails, and routine letters
- Managing office resources, stationery orders, information materials
- Managing the filing and record management systems
- Sorting and distributing incoming and outgoing post
- Photocopying and printing
- Liaising with the Chair of the Council for Vocations, the National Vocations Coordinator, Catering and the Conference and Accommodation Department, in all matters in relation to the organizing of workshops, conferences etc., that might take place in St Patrick's College, Maynooth
- Liaising with the Chair of the Council for Vocations, National Vocations Coordinator and the Catholic Communications Office of the Irish Bishops' Conference in relation to all media matters
- Assisting in the preparation of documents and arrangements for meetings of the Episcopal Commission to which the Council will report
- Maintaining and developing an electronic filing system
- Research useful vocations websites and build up a library of useful material for vocations promotion
- Keeping a financial account of any expenditure involved in the running of the office
- Any other duties as assigned from time to time by the Chair.

The successful candidate will be located in the offices of the Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare. The employer provides a hybrid working policy based in the office in Maynooth and working remotely from home.