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**Advertisement for**

**Balally Parish Operations Leader**

**Location:**

Balally Parish

The Church of the Ascension of the Lord,

Cedar Road, Wedgewood, Dublin 16 D16 E032

**Job description:**

* PA to the Parish Priest (PP) and assisting him with pastoral work when needed
* Leader of the Pastoral Centre, management, bookings, etc …
* Actively promote the Vision and Mission of the parish in collaboration with the Parish Pastoral Council
* Liaising with the Archdiocese and the World Community for Christian Meditation WCCM as directed by the PP
* Provide support in the parish office when needed

**Skills:**

* A strong Christian faith and commitment to the Catholic ethos
* Proven experience in administrative and leadership roles
* Ability to organise and manage
* Proven track record of working in a team and provide support and guidance to others
* Proven experience with standard IT packages e.g. Microsoft
* Planning administration and communication skills
* Office management skills
* Excellent language (written and oral) and numeracy skills
* An ability to lead & manage the Pastoral Centre
* An understanding of pastoral work in the context of care for the needy
* A willingness to promote the Vision and Mission of Balally parish
* A knowledge of Meditation
* Ability to work proactively
* Flexible and reliable
* Openness to new ideas

**Experience:**

* experience in administration/office/planning/communications
* working with and/or supervising staff
* pastoral work/parish work in a professional or voluntary capacity
* experience of meditation

**Terms and Conditions:**

* 40 hours per week permanent contract
* Probation period is 6 months
* 20 days annual leave
* Flexibility of work hours will be periodically required in agreement with the PP
* Some weekend work is anticipated for the role and the salary includes an element to compensate you for such working
* Reports directly to the Parish Priest

Renumeration will be detailed in the letter of offer to the successful candidate.

**Please send your application with cover letter and CV which should include two references to:**

Fr. Jim Caffrey PP,

The Church of the Ascension of the Lord,

Cedar Road, Wedgewood, Dublin 16 D16 E032

**or by email to:**

jcaffrey73@gmail.com

**Closing date for applications is 6th August 2024**