APPLICATION FORM for the position of general secretary for the synodal pathway of the catholic church in ireland (4 year fixed term contract – 6 months probationary period)

[please complete in full]

Location base Columba Centre, Maynooth, Co Kildare

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

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 work experience in a relevant area |
| Evidence of experience in a project management role, including financial planning and management |

**Experience**

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| --- |
| Experience of managing staff and/or volunteers |
| Experience of strategic planning, including report writing skills |

**Special Aptitudes**

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| --- |
| 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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| Understanding of issues of faith and belief in contemporary Ireland  |
| Understanding of the concept and practice of synodality in the Catholic Church |
| Examples of flexibility from previous employment experience |

**Job Title General Secretary for the Synodal Pathway for the Catholic Church in Ireland**

**PLEASE DO NOT SUBMIT A CV**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Eircode/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.

| **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 taken and results obtained** |
|  |  |  |  |
| **University/****College** | **From** | **To** | **Courses taken and results obtained** |
|  |  |  |  |
| **Further Education and Formal Training** | **From** | **To** | **Courses taken and results obtained** |

|  |
| --- |
| **Any additional professional or training qualifications gained** |
|  |

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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 provide the names and contact details for two referees. 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 offered this position, do you consent to being vetting by the National Vetting Bureau in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016?

 **Yes ❑ No ❑**

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 application form*** *and return to*

*Executive Administrator, Irish Catholic Bishops’ Conference, Columba Centre, Maynooth, Co Kildare* ***by 5.00 pm on Tuesday, 12 July 2022***

If you wish to submit your completed application by e-mail, please password protect the document and send to ***admin@iecon.ie***in order to comply with GDRP. Separately send name and password to 087 919 8969.

*Note: Electronic signatures are acceptable on application forms sent by e-mail.*