



IRISH CATHOLIC  
BISHOPS' CONFERENCE  
COMHDHÁIL EASPAG CAITLICEACH ÉIREANN



## **JOB DESCRIPTION**

<b>Post:</b>	<b>General Secretary for the Synodal Pathway of the Catholic Church in Ireland</b>
<b>Job Type:</b>	Full-time
<b>Contract Duration:</b>	Four-year fixed term
<b>Location:</b>	Columba Centre, St Patrick's College, Maynooth, Co Kildare
<b>Line Manager:</b>	Executive Administrator of the Irish Catholic Bishops' Conference

### **The Synodal Pathway**

In March 2021, the Irish Catholic Bishops' Conference invited the Church in Ireland to embark on a journey of renewal called a Synodal Pathway. To date a Steering Group and a Task Group have been appointed to facilitate progress and it is expected that a National Synodal Assembly or a number of regional Assemblies will take place in the years leading up to 2026.

The current initial two-year phase of the Synodal Pathway in Ireland coincides with preparation for the Ordinary General Assembly of Bishops, which will take place in Rome in 2023, entitled, *For a synodal Church: communion, participation and mission*.

This stage also includes listening, consultation, prayer and discernment in parishes and dioceses across the island of Ireland that will set us up and help prepare for our own National Synodal gathering or gatherings over the coming years.

### **Scope of the Role**

The role of the General Secretary will be to coordinate the work of the Synodal Pathway for the Catholic Church in Ireland, with responsibility for consultation, planning, communications and administration.

The successful candidate will take direction from the Synodal Pathway Steering Committee and work in consultation with the Irish Catholic Bishops' Conference.

### **Key Duties and Responsibilities**

- Serve as Executive Secretary for the Steering Committee of the Synodal Pathway and any Committees with governance responsibilities;
- Oversee the budget and financial planning for the work in consultation with the Finance Office of the Irish Catholic Bishops' Conference;
- Identify and build relationships to promote the Synodal Pathway;

- Line manage staff and volunteers;
- Liaise with the Catholic Communications Office on the content and management of the Synodal website [www.synod.ie](http://www.synod.ie) as well as its related social media platforms;
- Organise working groups as required and provide appropriate research support;
- Prepare clear, concise and accurate reports;
- Oversee the publication process of relevant documents and liaise with the Director of the Catholic Communications Office to this effect and assist with the preparation of relevant press releases;
- Raise awareness of the work of the Synodal Pathway by making presentations to interested groups and at relevant events;
- Support fundraising for the Synodal Pathway in collaboration with staff of the Irish Catholic Bishops' Conference.
- Collaborate, as appropriate, with other Councils, Agencies and Initiatives of the Irish Catholic Bishops' Conference;
- Other duties, as appropriate and as specified by the Executive Administrator of the Commissions and Agencies of the Irish Catholic Bishops' Conference.

A probationary period of six months is part of the four year fixed term contract.

### **Personnel Specification**

#### **Essential Criteria**

- A third level qualification in a relevant area or three years work experience in a relevant area.
- At least three years' experience in a senior project management role.
- Experience in financial planning and management.
- Experience in managing staff and/or volunteers.
- Experience of strategic planning.
- Experience of servicing committees.
- Excellent interpersonal, written and oral communication skills.
- Self-motivation, with demonstrable administrative, leadership and management skills.
- Understanding of the concept and practice of synodality in the Catholic Church.
- Understanding of issues of faith and belief in contemporary Ireland.
- Evidence of personal Christian faith in practice and expression.
- A willingness to be flexible with regard to working hours.
- A willingness to travel throughout Ireland as required, with the potential for some international travel as part of the role.

#### **Desirable Criteria**

- A theological qualification.
- Experience in facilitating dialogue in a faith setting.
- Experience in managing a website and/or social media accounts.
- Experience in strategic communications and engaging with media.