

Parish Manager

Gardiner Street Parish is a Roman Catholic Parish in North-East inner city Dublin, entrusted to the care of the Society of Jesus (Jesuits) by the Dublin Archdiocese. Our church, St. Francis Xavier's, is well known throughout Ireland as a home of faith and prayer, especially the Novena of Grace and the Bl. John Sullivan monthly mass. We strive to offer a range of activities to people who are seeking nourishment for their mind, heart and spirit. We are also committed to reaching out to young people who feel far from God and from the Church.

We are seeking to employ a Parish Manager, a dynamic person with a passion for parish life who can take on many of the organisational and administrative responsibilities that typically fall to the Parish Priest. They will manage daily operations, develop and manage the parish's communications, be responsible for organising and running events, and be a key person of contact for priests, staff and volunteers. There may also be some scope for pastoral work.

Employee status

Full time, 40 hours per week. May require working some evenings and weekends.

Location

Gardiner Street Parish, Dublin 1.

Description of duties

Managing pastoral programme

Support the Parish Priest in planning and co-ordinating the parish's activities, including:

- Daily masses;
- Weekly and special events e.g. prayer meetings, novenas, talks;
- Activities with the other local Jesuit organisations;
- Care of church facilities;
- Development of a parish pastoral plan.

Communications

- Develop and implement a new parish communications strategy, including digital communications methods and a refreshed website;
- Cultivate a comprehensive congregational database;
- Oversee parish communications;
- Liaison with key contacts within the Archdiocese;
- Promote the parish as a venue for hosting events.

Administration

- Provide secretarial support for parish meetings;
- Oversight of shop;
- Staff rostering;
- Support for fundraising activities;
- Work closely with the Parish Secretary.

Volunteer co-ordination

- Liaise with and support parish volunteers;
- Be a mentor to our team of young adult volunteers;
- Ensure that best-practice governance is in place for volunteering (policy, agreements etc).

Qualifications and skills

The ideal candidate will have:

Qualifications:

A relevant qualification in theology / spirituality, communications or business administration.

Experience:

Professional experience (or substantial voluntary experience) in a similar role.

Skills & Knowledge:

- Strong organisational and communication skills;
- Excellent diplomatic and influencing skills;
- Entrepreneurial vision to see and develop new possibilities;
- Strong IT skills and literacy.

Personal attributes:

- A missionary spirit and a sense of service;
- A team player with ability to relate to people of all ages, cultures, clergy or lay, colleagues or strangers;
- Ability to work creatively, either collaboratively or independently;
- Willing to work flexibly and outside normal working hours as required;
- Commitment to personal formation.

Compensation and Benefits

Competitive salary and benefits, depending on experience.

Application process:

Applicants should submit a cover letter (including salary requirements), CV and the names of two referees to Fr. Niall Leahy SJ via email to nleahy@jesuit.ie. Applications should be submitted no later than 15th July, 2022.