



**Saint Patrick's Cathedral  
Community Officer  
Role Description**

Saint Patrick's Cathedral is the National Cathedral for the Church of Ireland. It is a place of worship with a strong musical tradition underpinning the liturgy and one of Ireland's most iconic visitor attractions. Associated with Saint Patrick for over a thousand years the church is deeply committed to fostering links with other institutions delivering services and assistance to those in need within the city and beyond.

The Cathedral Board have significantly increased the Cathedral's outreach within the community in recent years through the establishment of an education department and the creation of the post of Community Officer. We are looking to recruit an experienced, motivated individual with a proven track record of commitment to the community and charity sector and a good understanding of the mission and practices of the Church of Ireland.

**Job description**

POSITION: Community Officer (Part-time, 24hrs /week)

OFFICE BASE: Deanery Office, Dublin 8

REPORT TO: The Dean and Administrator

**OVERALL PURPOSE & LEVEL:**

The post holder will work closely with the Dean, Administrator, Education Officer and Choir Master to develop and implement an integrated policy of engagement with the wider community, including other charities, denominations and community organisations.

The successful candidate will be required to use their skills and experience to deliver the Cathedral's annual charity support programme including the provision of grants to service providers within the sector.



### WORKING RELATIONSHIPS:

The post holder will have an excellent working relationship with fellow colleagues, particularly the department heads within the organisation.

The post-holder will need to develop and maintain positive professional relationships with the Cathedral's key partners including the Cathedral Schools, the Wheel and other key groups within the charity and voluntary sector.

### MAIN RESPONSIBILITIES & DUTIES:

#### **Strategic**

The Community Officer will work with the Dean and Administrator to:

- Review and deliver the Cathedral's community engagement strategy
- Promote, resource and oversee the Cathedral's outreach initiatives
- Advise the relevant Cathedral authorities on developments within the community that might benefit from the Cathedral's support

#### **Administrative**

The Community Officer will:

- Assist with the implementation of the Church's Safeguarding Trust programme and the Cathedral's child protection policy in the Cathedral protecting children and vulnerable adults
- Keep abreast of developments within the community through appropriate research and networking
- Maintain active relationships with community and development agencies operating in the Cathedral community
- Maintain contact with the charitable organisations and administer the Cathedral's grant and support programme

#### **Pastoral**

The Community Officer will:

- Take an active interest and involvement with outreach projects at a grassroots level
- Play an integral role in the Cathedral's ministry of hospitality

#### **Missional**

The Community Officer will:

- Develop networks for engaging young adults and students
- Foster the spirit of engagement and outreach within the Cathedral community



## **General**

- Provide written monthly reports to the Administrator on progress and developments
- Undertake any other duties as may reasonably be assigned by the Dean and Administrator from time to time.
- Actively promote the Cathedral's values of honesty, respect and tolerance as reflected in the core tenets of Christian belief.

## **Person Specification**

### Qualifications, Knowledge & Experience

- Have a track record of project management, information provision and administrative coordination within a community/voluntary sector organisation.
- Third level education to degree level or equivalent, in relevant areas.
- Have a proven track record in driving and implementing a project plan and monitoring and reporting its success.

### Skills Required:

- Very strong networking, relationship building and interpersonal skills.
- An ability to clearly understand the Cathedral's mission and align decisions and actions with this
- Excellent project management abilities, organisational skills and attention to detail.
- Demonstrable ability to work to deadlines
- Demonstrable ability to relate to people from diverse backgrounds
- Excellent ability to use all standard computer software for word processing, spread sheets and databases, as well as standard social media platforms e.g. LinkedIn, Facebook, Twitter
- Must be capable of working as a team player; be highly motivated, enthusiastic and capable of using their initiative.
- Commitment to and understanding of working within a voluntary organisation in an inclusive manner
- High motivation, positive disposition and flexible attitude



### **Terms and Conditions**

This position is permanent with a probationary period of 6 months.

The annual gross salary, based on a 3 day week, is €20,000.

The Cathedral Office is based in Dublin 8.

A complete list of all the terms and conditions will be made available to the candidate offered the role through the Cathedral's Staff Handbook.

### **How to Apply**

Please send a CV and covering letter by email to [saintpatrickscareers@gmail.com](mailto:saintpatrickscareers@gmail.com)

Closing date for applications: Friday 17 February 12pm