

**POST-PRIMARY DIOCESAN ADVISOR: JOB DESCRIPTION**

**Title:** **Post-Primary Diocesan Advisor**

**Employer: The Diocese of Kildare and Leighlin**

**Responsible to: The Co-ordinator of the Diocesan Faith Development Services**

**Main purpose of Role:**

The Post-Primary Diocesan Advisor provides pastoral support, information & resources to teachers of Religious Education & Chaplains, while also engaging with school management & the wider school community regarding the ongoing provision of Religious Education & faith formation in post-primary schools in the Diocese.

The Post-Primary Diocesan Advisor works as a team member of the Faith Development Services, resourcing and supporting diocesan initiatives.

**THE POST-PRIMARY DIOCESAN ADVISOR WILL** support Religious Education teams in schools through:

* School visitation
* Provision of resources and materials
* Updates re developments in RE curriculum
* Newsletters as appropriate
* Responding to phone calls and e-mail queries
* Providing support for lay chaplains
* Maintaining links with priest\religious chaplains
* Maintaining links with Principals
* Organising
* An Annual Religious Education Seminar with a diverse programme encompassing spiritual nourishment, information and practical resources
* Other support meetings\gatherings

**Diocesan Schools** The P.P.D.A. provides a point of contact with the Patron, the Bishop.

In addition to all of the above the PPDA will:

* Liaise with Principals on behalf of the Patron
* Support and develop School Ethos by:
* Provision of opportunities for full staff awareness
* Organisation of inter school meetings for Principals / RE Teachers / (and Chaplains)
* Meet with BOM\School management team\Patron\Chaplains on appointment of new boards.
* Nominate from list of interviewers to Selection Panels
* Be Patron’s nominee on Selection Panels as required
* Oversee submission of required / mandatory documentation by school management

**Community Schools with joint patronage**: Where the Bishop shares joint patronage with Educational Training Boards the P.P.D.A. will also be a point of contact and provide appropriate support.

The P.P.D.A. will also:

* Attend N.A.P.P.D. A. meetings
* Engage with relevant organisations eg. Trocaire.
* Represent on relevant national and inter-diocesan committees in consultation with Bishop.
* Present an annual report to Bishop.

To apply, send Curriculum Vitae with a covering letter marked ‘Confidential’ to:

Rev. G. Ahern, P.P.

Baltinglass Parish Office,

Parkmore,

Baltinglass,

Co. Wicklow.

The covering letter should include the following:

* A statement of suitability for the post.
* An outline of your experience and knowledge of current developments in Post-Primary Religious Education.
* Previous experience of working as part of a team with a range of stakeholders.
* Additional information which you may consider relevant to your application.

The closing date for applications is Friday, 22nd May 2020.