

# Diocese of Killaloe

## Job Specification Form

<b>Title of Position:</b>	<b>Pastoral Worker – Leadership and Partnership Strand</b>			
	<b>Two posts available – one East of the Shannon and one West of the Shannon.</b>			
<b>Employing Section:</b>	<b>Pastoral &amp; Faith Development Section – Diocese of Killaloe.</b>			
<b>Location of Position:</b>	<b>Pastoral Development Office, Diocese of Killaloe</b>			
<b>Reporting to:</b>	<b>Management Support Person.</b>			
<b>Duration of post:</b>	<b>Initial 2 year assignment to Leadership and Partnership Strand of Diocesan Plan</b>			
<b>Total hours of work:</b>	<b>19.5 hours excluding lunch</b>			
<b>Desirable Qualifications:</b>				
	<ul style="list-style-type: none"> <li>• <b>A primary degree in theology or religious education or equivalent.</b></li> <li>• <b>A proven track record of involvement in Parish and Church activities.</b></li> <li>• <b>Relevant Experience</b></li> <li>• <b>Current Full Driving License and use of a car</b></li> </ul>			
<b>Background information on the Position: The Pastoral Plan.</b>				
<p>The <b>Pastoral Plan for the Diocese of Killaloe - “Builders of Hope”</b> is a response to an extensive listening process that was conducted in the Diocese in 2012, as well as two on-line surveys conducted in 2012 and 2013. A number of groups contributed to the distillation of the findings, which also took into account the resources available. The Plan outlines the vision, goals and objectives for the period 2013-2020. There are ten pastoral strands underpinning the plan.</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>• <b><i>Leadership for Renewal in local church</i></b></li> <li>• <b><i>Partnership in Ministry in the emerging church</i></b></li> <li>• <i>Justice, Peace &amp; Integrity of creation</i></li> <li>• <i>Diocesan Safeguarding services</i></li> <li>• <i>Management of resources</i></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• <i>Liturgy</i></li> <li>• <i>Spirituality &amp; Prayer</i></li> <li>• <i>Youth Ministry</i></li> <li>• <i>Adult faith Education</i></li> <li>• <i>Communications</i></li> </ul> </td> </tr> </table>			<ul style="list-style-type: none"> <li>• <b><i>Leadership for Renewal in local church</i></b></li> <li>• <b><i>Partnership in Ministry in the emerging church</i></b></li> <li>• <i>Justice, Peace &amp; Integrity of creation</i></li> <li>• <i>Diocesan Safeguarding services</i></li> <li>• <i>Management of resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Liturgy</i></li> <li>• <i>Spirituality &amp; Prayer</i></li> <li>• <i>Youth Ministry</i></li> <li>• <i>Adult faith Education</i></li> <li>• <i>Communications</i></li> </ul>
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## **Background information on the Position: Structures.**

In 2013, the Diocese arranged for a wide range of inputs to an independent assessment of the skills needed to implement the Pastoral Plan. Following discernment of this assessment, key decisions were made in relation to structures and resources.

The Pastoral Plan refers to six structures (*pg. 25*), under the overall leadership of the **Bishop**, who will take responsibility for facilitating the implementation of the Pastoral Plan. As a bottom-up approach, all structures comprise a partnership of voluntary laity and priests /religious and a gender mix at diocesan, cluster and parish level:

- Diocesan Pastoral Council
- Pastoral Strand Groups
- Cluster Co-ordinating Groups
- Diocesan Priests' Council
- Cluster Moderators Group
- Parish Pastoral Councils

The Bishop and Co-ordinator of Pastoral Development, in consultation with the **Diocesan Pastoral Council (DPC)**, will liaise with the other five structures as part of the implementation process. Two new structures have been developed at strategic and operational levels: Pastoral Management Resource Group and Implementation Team.

At a **strategic level**, a number of structures will serve the needs of the diocese, including the Pastoral Management Resource Group. Its main focus is on providing pastoral and human resources to the operational process of implementing the Pastoral Plan. The Pastoral Management Resource Group is led by the Bishop and includes the **Co-ordinator of Pastoral Development**, lay and priest advisors. The management function of the Co-ordinator of Pastoral Development links the strategic and operational functions of the diocese.

At an **operational level**, the Pastoral Plan **Implementation Team** will lead the programme of work agreed by the Pastoral Management Resource Group. This Team is led by the Co-ordinator of Pastoral Development and includes Priest Facilitators, lay advisors and the **Management Support Person**. The latter holds the operational and line management function for pastoral worker staff.

Line management support for the operational post specified in this form will be provided individually by the Management Support Person. This post of **Pastoral Worker** will operate under the auspices of the Pastoral Plan Implementation Team. The holder of this post will input to the Implementation Team through the Management Support Person.

As a pastoral worker, this post holder will gather a group of volunteers, with relevant experience, to form a **Pastoral Strand Group**. This group will guide the implementation of this specific Pastoral Strand as per the Pastoral Plan through an annual work programme for the Pastoral Strand. The Pastoral Strand Group will also provide **team support** to the holder of this Pastoral Worker post.

The job description for this post needs to be understood in conjunction with the Pastoral Plan and the specific Pastoral Strands, which are its primary focus. Thus, this post is designed to support the implementation process for the Pastoral Plan. This will involve animating and empowering leaders in local communities across the diocese, particularly the Pastoral Strand Group.

There may be other staff working in pastoral roles in the Diocese. All part-time and full time posts are equal in status.

**Job Description:****Key Objectives, Duties & Accountabilities:**

*(To achieve each objective please identify the essential & desirable skill's required)*

	<b>Essential Skills</b>	<b>Desirable Skills</b>
	<b><i>Please Expand</i></b>	<b><i>Please Expand</i></b>
<b>1</b>		
<b>Facilitate the establishment of a Strand Group in the Leadership and Partnership Strand area.</b>	Excellent organisation and facilitation skills	Direct experience of establishing and working with voluntary groups
<b>2</b>		
<b>Build excellent working relationships with all stakeholders across the Strand area.</b>	Excellent interpersonal and communication skills.	
<b>3</b>		
<b>Prepare an annual work programme in collaboration with the Implementation Team and Strand group based on the Strand objectives from the Pastoral Plan</b>	Technical writing skills Presentation skills Programme planning skills.	Direct experience of significant report writing
<b>4</b>		
<b>Assist the Strand group to identify priorities and develop appropriate work plans.</b>	Excellent group work skills and planning ability. see No 1 above	Qualification in group work practice.
<b>5</b>		
<b>Co-operate with members of Implementation Team in implementing this Strand in the local area.</b>	Excellent interpersonal, communication and teamwork skills	Possess an understanding of work patterns of clergy and voluntary sector.
<b>6</b>		
<b>Organise training programmes appropriate to the strand area in collaboration with local priests and members of the pastoral councils at cluster level.</b>	Organisational skills Research skills	Substantial organisational experience within Church and/or community
<b>7</b>		
<b>Organise training in change management and leadership as necessary.</b>	Organisational skills, Research skills	Evidence of management and leadership training or experience

<b>8</b>		
<b>Create an evaluation plan so that the learning in the first phase is accurately captured and informs the development of the initiative as the work continues.</b>	Evaluation methodology skills.	Some experience in evaluation work.
<b>9</b>		
<b>Maintain appropriate records of your own work and provide reports as required of the work of the Strand Group to ensure smooth running of the project.</b>	ICT and administrative skills have to be to a high level	ECDL or equivalent
<b>10</b>		
<b>Provide an annual report to the Management Support Person on progress on the Strand area.</b>	Report writing skills.	Experience of report writing
<b>11</b>		
<b>Make presentations to other Diocesan groups or fora as requested.</b>	Presentation skills. Powerpoint skills	Ability to create a Powerpoint presentation or equivalent
<b>12</b>		
<b>Carry out any other duty as assigned by the Implementation Team through the Management Support Person or the assigned supervisor appointed by the Diocese</b>	Flexibility and adaptability	Evidence of flexibility or adaptability to respond to changing circumstances.
<b>13</b>		
<b>Report on a regular basis to the Management Support Person</b>	Reporting and communication skills.	

**How the work of the Pastoral Worker will be generated:**

- From a review by the Implementation Team of key objectives, duties and accountabilities of the job description above.
- The Implementation Team in collaboration with Strand Group, Parishes and Clusters will commission a work programme on the appropriate strand through the Management Support Person
- Actions will be identified from the agreed work programme of the Strand Group through a dialogue between the Management Support Person and the Pastoral Worker
- All work must be agreed with the Management Support Person.
- Actions will also emerge from the regular review process under the guidance of the Implementation Team

**Training & Development Opportunities:**

After the first annual performance review, access to appropriate training and development opportunities will be considered.

**Pastoral Supervision & Coaching supports:**

- The line manager for the pastoral worker is the Management Support Person and will provide coaching support.
- Pastoral Supervision will be available to each Pastoral Worker on a quarterly basis.