

Diocesan Religious Advisor for Primary Schools (Part-Time)

The Diocese seeks a committed and enthusiastic individual who will support our primary schools in nurturing the faith development of children and strengthening Catholic education across the Diocese.

Location: Within the Diocese of Killaloe

Hours: Part-Time (approximately 20 hours per week)

Salary: Commensurate with qualifications and experience

Reports to: The Bishop, Diocesan Secretary and diocesan staff.

Overview of the Role

The Diocese invites applications for the position of **Diocesan Religious Advisor for Primary Schools**. This part-time role provides support, guidance, and professional expertise to primary schools throughout the Diocese in the area of Catholic Religious Education and sacramental preparation.

The successful candidate will work collaboratively with school principals, teachers, volunteer ministers of Catechesis, parish personnel, and diocesan staff to promote and strengthen the teaching of the Catholic faith in primary schools and to support the effective implementation of the approved Religious Education curriculum.

Key Responsibilities

- Provide advice and support to primary schools in the teaching of Catholic Religious Education.
- Assist schools in the implementation of the **Grow in Love** Religious Education programme.
- Offer guidance on the sacramental preparation programmes approved and recommended by the Diocese.
- Undertake regular visits to primary schools throughout the Diocese.

- Be available to principals and teachers for consultation and advice as required.
- Support the development of strong links between home, school, and parish.
- Keep informed of developments in Religious Education and catechetics.
- Attend the annual national in-service programme for diocesan religious advisors, the annual general meeting of Catholic Primary School Management Association and other relevant professional development opportunities.
- Contribute to diocesan initiatives relating to Catholic education and faith formation.
- Prepare reports and updates as required by diocesan leadership.

Essential Qualifications and Experience

Applicants should possess:

- A recognised qualification in Theology, Religious Education, Catechetics, Education, or a related field.
- Teaching experience at primary level or significant experience in Catholic education.
- Thorough familiarity with the Primary School Religious Education curriculum.
- Practical experience with the **Grow in Love** programme.
- Working knowledge of the sacramental preparation programmes recommended by the Diocese.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively.
- Strong organisational and administrative skills.
- Commitment to the mission and values of the Catholic Church.

Desirable Attributes

- Experience in teacher support, advisory, or leadership roles.
- Experience in delivering presentations or facilitating in-service training.
- Understanding of the relationship between parish, school, and family in faith formation.

Additional Requirements

- Full driving licence and access to transport, as the role requires travel throughout the Diocese.
- Flexibility regarding working hours to accommodate school and diocesan needs.
- Satisfactory references and, where applicable, compliance with safeguarding requirements.

Terms and Conditions

This is a part-time appointment of approximately 20 hours per week. The role commences on September 1st and is for one year, open to review at that point. The successful candidate will be appointed on terms and conditions determined by the Diocese. Salary will be commensurate with qualifications and relevant experience.

Application Process

Applicants should submit:

- A letter of application outlining their suitability for the role.
- A current curriculum vitae.
- Contact details for two referees.

The Diocese is committed to safeguarding children and promoting the welfare of all young people and vulnerable adults.

Applications to be submitted to the Diocesan Secretary, Killaloe Diocesan Office, Westbourne, Ennis, Co. Clare, V95 W63H, g.jones@killaloediocese.ie before Wednesday, July 15th, 2026.