



UNITED DIOCESES OF
DUBLIN & GLENDALOUGH
VACANCY
DIOCESAN SECRETARY



The United Dioceses of Dublin and Glendalough is seeking to fill the role of Diocesan Secretary (full- or part-time would be considered) who will have overall accountability for the operations of the diocesan office. The candidate will have experience in office procedures and management. A finance or business qualification with knowledge of charities legislation and corporate governance procedures would be an advantage. They will also have an awareness of and work within the vision and values of the United Dioceses and be in agreement and in sympathy with the Christian faith expressed within the Church of Ireland.

They will establish collaborative relationships between clergy, parishes and the Representative Church Body, working with the parishes and organisations across the United Dioceses supporting the mission of the Church of Ireland.

They will encourage a culture of productive and flourishing relationships between the Diocesan Office and the parishes, giving attention to the way in which information is communicated and received. They will also manage the office in a way that ensures service standards are met, working with other staff members and external providers. They will attend and act as Secretary to the meetings of Diocesan Councils, Diocesan Synods and sub committees, as required.

Applicants are invited to email a CV with a covering letter outlining their suitability immediately to the Hon. Secretaries of Diocesan Councils at
admin@dublin.anglican.org