**Diocese of Limerick/ St. Senan’s Education Office**

**Vacancy for Office Assistant**

One-year (minimum) fixed-term full-time contract

The successful candidate will work between (a) the Reception/Administrative function of Limerick Diocese and (b) St. Senan’s Education Office.

(a) The Diocesan Office is the hub for the sixty parishes of the Roman Catholic Diocese of Limerick.

(b) St. Senan’s Education Office serves the Patrons and Boards of Management of Catholic Primary Schools in the Catholic Archdiocese of Cashel & Emly and the Dioceses of Limerick, Kerry and Killaloe.

In both instances, the post holder will be the first point of contact in person, on telephone and office email in this busy office environment. This is an exciting opportunity for the right person.

|  |
| --- |
| **Essential Requirements for the post** |
| * Relevant qualification and demonstrable experience in Administration/Reception/Customer Service
* Openness to work collaboratively with a range of stakeholders within and outside the Diocese
* Excellent organisational skills
* Ability to work on own initiative and as part of a team
* Strong administrative skills with demonstrable experience in MS Office suite and SharePoint.
* Ability to work in a busy environment with changing priorities
* Professionalism and confidentiality
* Excellent oral and written interpersonal and communication skills
* Flexible attitude and willingness to initiate and respond to emerging requirements
 |
| **Special requirements** |
| * Respect for the teachings of the Catholic Church
 |

Completed application form to be returned email to: recruitment@limerickdiocese.org by **5.00 pm on Friday, 29th April 2022**

Shortlisting will apply in respect of this position. A panel may be formed from the recruitment process that will expire after six months. Please note that incomplete or late applications will not be considered.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Position/Title:** |  **Office Assistant, Diocese of Limerick/St Senan’s Education Office** |
| **Summary of the Service** | First point of contact for visitors to the Diocesan Centre/St. Senan’s Education Office. Telephone queries, call transfers, queries from the public and school communities, day to day administrative support including preparation of correspondence/emails, filing and scanning documents and preparing mailshots. Room bookings and preparation of meeting rooms. |
| **Location:** | Limerick Diocesan Centre, St. Munchin’s, Corbally, Limerick. |
| **Reporting to:** | Diocesan and St. Senan’s Office Managers. |
| **Terms and conditions of employment:** | This is a full-time, fixed term contract (minimum one-year).Salary is commensurate with experience.The position is based on a 35 hour working week. Normal office hours 9.00 am to 5.00 pm |
| **Main Duties** | * Provision of administrative and secretarial support as part of a wider team supporting the Diocesan Centre and St. Senan’s Education Office
* Answering, forwarding, and screening phone calls in a professional manner.
* Dealing with sensitive and difficult calls effectively, escalating issues to appropriate staff
* Maintaining websites, diaries and arranging appointments and booking systems
* Arranging and booking venues and materials for meetings and training programmes both in person and remotely
* Creating, maintaining, and processing database information
* Sorting and distributing mail
* Maintaining effective filing and archiving in accordance with policy
* Maintaining good professional relations and service excellence with staff, clergy, teachers and other visitors
* Compliance and engagement with Diocesan policies and procedures
* Operation of clean desk policy
* Any other duties as may arise from time to time
 |
| **Essential Requirements**  | * Relevant qualification and demonstrable experience in Administration, Reception/Customer Service
* Openness to work collaboratively with a range of stakeholders within and outside the Diocese
* Excellent organisational skills
* Ability to work on own initiative and as part of a team
* Strong administrative skills with demonstrable experience in MS Office suite and SharePoint
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|  | **Special requirements** |
|  | * Respect for the teachings of the Catholic Church
 |

application form

**Job Title Office Assistant, Diocese of Limerick /St Senan’s Education Office**

**Location Diocesan Centre, St Munchin’s, Corbally Limerick**

**Closing Date for Application Friday, 29th April 2022**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Eircode** |  |
| **E-mail** |  |
| **Tel. No.**  |  |
| **Mobile** |  |
| **Current Salary** |  |
| **Where did you hear about this post?** |  |

**Statement of suitability**

(Please provide a detailed statement of why you think your skills and experience are suitable for this role, **max 300 words)**

**Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description as fully as possible**

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| --- |
| **Evidence of organisational and planning skills**  |
| **Experience of working on own initiative/ as a member of a team**  |
| **Experience of MS Office packages**  |
| **Experience of customer relations/reception** |
| **Use of databases and evidence of attention to detail**  |

**Employment Record**

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked “Confidential”).

| **Dates** | **Employers Name, Location****and type of Business** | **Duties, Status and Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |

**Educational Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **University/****College** | **From** | **To** | **Courses and Results** |
| **Further Education and Formal Training**  | **From** | **To** | **Courses and Results** |
| **School** | **From** | **To** | **Examinations and Results** |

**Additional Information**

| **Please use this space to indicate any additional information which you feel may be helpful in assessing your suitability for the position**  |
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**References**

Please include details of your current/most recent employer and two other referees, one of whom should be a character reference. Referees must not be related to you. Referees will not be contacted prior to interview.

|  |  |  |
| --- | --- | --- |
| **Name and Position of Referee** | **Capacity in which known to Referee**  | **Address, email and telephone number** |
|  |  |  |
|  |  |  |
|  |  |  |

Are you an Irish citizen or national of any EU country? **Yes    No** ****

Do you need a work permit to work in Ireland? **Yes    No** ****

**Declaration**

To the best of my knowledge and belief, the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references, medical and satisfactory Garda vetting as applicable. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

**Signature of Applicant: Date:**

Please complete all parts of this form and return by email to**recruitment@limerickdiocese.org**clearly marking the application Office Assistant, Diocese of Limerick/ St Senan’s Education Office **by 5.00 pm on Friday, 29th April 2022**