

JOB DESCRIPTION

Job Title:	Pastoral Area Manager for the Parishes of Greystones and Kilquade	Job Holder: Vacant
Job Location:	Pastoral Area Office, Kilian House Family Centre, Greystones, Co. Wicklow, A63 CK06.	
Reports to:	Parish Priest	

JOB PURPOSE:

Reporting to the Parish Priest, the new role will serve as the central administrative hub of the Pastoral Area, with the Manager providing professional and administrative support to the Parish Priest, staff, and volunteers to ensure the smooth and efficient running of all non-liturgical aspects of parish life. The role requires organisational, interpersonal, and managerial skills.

In fulfilling this brief, the manager will work with the various constitutive organs of the Pastoral Area, which will include reporting to the Finance Committees and Parish Pastoral Council as needed, working with the Facilities Committee and the Pastoral Area Accountant, referring to the HR Advisor with regard to HR management, as well as supporting the Pastoral Coordinator in his/her role.

It is envisaged that this will be a full-time role with a six-month probation period. Flexibility is required, including occasional evening or weekend work.

The manager is expected to carry out their duties in a manner reflecting the mission, values and ethos of the Archdiocese and the Pastoral Area.

RESPONSIBILITIES:

Core

- Ensure the provision of a welcoming, informative and professional service to all parishioners and visitors.
- Lead parish staff in supporting the needs of the Pastoral Area, including recruitment, induction, supervision and scheduling where appropriate.
- Manage all employees with regard to HR, pay, holidays, sick leave, performance etc.
- Act as the main point of contact for health and safety, GDPR, compliance, required policies, and media systems.
- Review, revise, and maintain effective parish processes and procedures. This includes ensuring compliance with all relevant legislative requirements and all aspects of the Archdiocese of Dublin Administrative Regulations and Guidelines. Working closely with the HR Advisor and with Adare to ensure all HR practices reflect best practice.

Facilities

- Establish and maintain relationships with external suppliers, including oversight of purchasing, contracts, renewals, and negotiations
- Work with the Facilities Committee in coordinating the ongoing maintenance and development of pastoral area facilities including Churches, Presbyteries, Kilian House Family Centre, Greystones, and the Holy Spirit Oratory, Newcastle.

Financial

Will work closely with the two finance committees and the Parish Priest to:

- Oversee the work of the pastoral area accountant, ensuring the maintenance of basic accounting records and the preparation of financial information for review.
- Oversee the work of the secretary in the processing and recording of payments, and mass offerings, the preparation of bank lodgements and management of petty cash/office float.
- Draft and prepare purchase orders and other payments for required signing by Parish Priest or delegate.
- Help develop, support and facilitate parish revenue-generating initiatives.
- Report on a regular basis to Pastoral Area Finance Committees.

Pastoral Support

- Assist the work of various parish committees and provide administrative support to ensure the smooth operation of Pastoral Area ministries, working closely with the pastoral coordinator in the fulfilment of his/her duties.
- Help to build up a volunteer base.
- (In conjunction with the Pastoral Coordinator) oversee the design, content, and upkeep of parish communications including signage, newsletters, website, and traditional and digital communication channels.
- Will undertake other tasks as may be reasonably assigned by the Parish Priest.

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties.

Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description.

Should an additional responsibility become a regular part of a staff member's job, the job description will be amended to reflect this.

ENTRY REQUIREMENTS:

Desirable Skills and Behaviours

- Align with the mission of the Pastoral Area.
- Proven experience in an Office Manager or Supervisory role.
- Excellent interpersonal, organisational, administrative and multitasking skills.
- Ability to work confidentially, independently, and as part of a team in a faith-based environment, able to delegate effectively and motivate others.
- Strong written and verbal communication skills.
- Confident in making presentations to and networking with diverse parish and community groups.

Desirable Experience

- Experience in change management and/or organisational development with the ability to identify, influence and implement change initiatives.

KEY RELATIONSHIPS:

Internal

Parish Priest
Pastoral Area Senior Leadership Team
Parish Pastoral Council
Pastoral Coordinator
Finance Committees & Accountant
Facilities Committee
Staff & Clergy
Ministry Team Leads & Parish Volunteers

External

Parishioners
Members of the public using the Churches and Oratory,
and Kilian House Family Centre facilities
Diocesan Offices Personnel
Service Providers

EMPLOYMENT DETAILS:

This is a

- full-time role
- with a 6-month probation period
- 5 days a week Monday to Friday
- 35 hours per week
- Occasional evening or weekend work

APPLICATION PROCESS:

To apply, please submit your Curriculum Vitae and a cover letter outlining your experience and qualifications to meet the requirements of this role.

Applications should be sent via email to Fr. Des Hayden P. P. at frdeshayden@gkpastoralarea.ie no later than 26th April 2026 with the email subject line: Application for Pastoral Area Manager Role.

For further information or informal inquiries, please contact the same email.

The Pastoral Area of Greystones and Kilquade is an Equal Opportunities Employer.