THE NATIONAL BOARD FOR
SAFEGUARDING CHILDREN
IN THE CATHOLIC CHURCH

JOB ADVERTISEMENT

Director of Training and Support
National Board for Safeguarding Children in the Catholic Church in Ireland
Permanent full-time position subject to six months' probation

The National Board for Safeguarding Children in the Catholic Church in Ireland (the National Board) wishes to appoint a Director of Training and Support.

Background
The National Board assists in the development of best practice policies, procedures and practice in child safeguarding and offers advice in this area to all Church authorities, both dioceses and religious organisations. In addition, it provides relevant and extensive training in matters concerned with child safeguarding.

Scope of the Role/Key duties and responsibilities
Reporting to the CEO, the key duties and responsibilities of the role of Director of Training and Support include:

- Develop and ensure the delivery of a three year training strategy.
- In consultation with others, develop training courses to meet the needs of key personnel in the safeguarding structure; ensuring quality of training through the development and implementation of effective evaluation systems to provide reports to the National Board and constituent members.
- Manage the training budget and develop a financial plan for the continued delivery of training beyond 2024.
- Support and assist the development and writing of policy, procedures and guidance to support the work of the National Board and its constituent members.
- Support safeguarding personnel across the Church to embed the Church's child safeguarding standards, through the provision of bespoke advice and support plans.
- Develop, implement and evaluate office based information systems to assist with administration, communication, accountability and management of the work of the National Board.
- Offer advice on all aspects of child safeguarding to constituent members of the National Board as requested.
- Develop, review and maintain all data protection policy and systems, including secure data base; data retention and data destruction.

To request a Recruitment Pack, please email admin@safeguarding.ie

S**alary**
Under review- commensurate with the candidate's skills and experience.

Other Benefits

- 25 days annual leave plus concession days for Holy days where the Holy day falls during the week on a working day.
- Hybrid working from home policy which allows for three days based in the office in Maynooth and two days working remotely from home per week.
- Flexitime and Time in Lieu policies are also available.
- Pension: employer contributes 10% of salary to employee's defined contribution pension scheme.
- Death-in-Service and income continuance plans.

Location
The successful candidate will be located in the offices of the National Board for Safeguarding Children in the Catholic Church in Ireland, New House, St Patrick's College, Maynooth, Co. Kildare.

To apply, please submit your CV and Cover Letter (maximum one page) outlining how your motivation, experience and skills fit the role for the attention of the Chairperson of the National Board for Safeguarding Children in the Catholic Church and e-mail to admin@safeguarding.ie

Closing date for receipt of applications: 4.00 pm on 18 December 2023.