



The Diocese of Kilmore is recruiting for the position of **Diocesan Director of Safeguarding & Training**.

6-month initial contract working two days per week initially with possibility of increased hours.

This post will be based in Cavan and will require travel around the Diocese of Kilmore.

The main duties of the Diocesan Director of Safeguarding & Training will include:

Safeguarding Office:

- Coordinate the overall work of the diocesan safeguarding office.
- Liaise with and field enquires from clergy, parish reps and pastoral council chairs in relation to safeguarding children and adult issues.
- Provide parishes with safeguarding children and adult resources and respond to parish needs.
- Manage and coordinate annual audits in each parish within the diocese to establish if the three safeguarding standards of the NBSCCC are being implemented and adhered to.
- Attend national training for safeguarding directors.
- Arrange and attend meetings of the diocesan safeguarding committee.
- Attend meetings of the northern dioceses in regard to safeguarding children and adult policy.
- Arrange and conduct parish support visits with clergy, parish rep/s and the parish recruitment committee in implementing safeguarding policies, procedures and codes of behaviour.
- Attend regular meetings with the bishop regarding safeguarding children and adults.
- Liaise with the National Office for Safeguarding Children in Maynooth.
- Liaise with other diocesan safeguarding directors regarding developments in best practice.
- Any other safeguarding duties that would be deemed appropriate as the role of director develops.

Training Office:

- Coordinate the overall work of the diocesan safeguarding training office.
- Coordinate safeguarding children and adult training in the diocese.
- Establish, maintain and update all training records and data relating to safeguarding children and adults.
- Manage and coordinate regular audits in each parish within the diocese to establish if trained safeguarding children personnel are in place, their training is up to date and that they have provided information sessions for the parish.
- Attend meetings of the northern dioceses in regard to children and adult training.
- Provide regular planning meetings with the other trainers in the diocese.
- Attend national training for trainers.
- Attend regular meetings with the bishop regarding training and training needs.
- Liaise with other diocesan safeguarding trainers regarding developments in best practice.
- Any other safeguarding duties that would be deemed appropriate as the role of trainer develops.

Essential Qualities of Candidate:

- Must have excellent communication skills and be well organised.
- Have decision making and problem-solving skills
- Must be able to work on their own initiative.
- Previous experience in safeguarding preferable.
- Full clean drivers' licence and own transport required.
- Must be Garda vetted for the Diocese of Kilmore.

Desirable (though not necessary) Qualities of Candidate:

- 3rd Level qualification

CV's and cover letters to be issued to Bishop's House, Cullies, Co. Cavan

Closing date for applications is 14th June 2025.