

Limerick Diocese invites applications for the position of:

## **DIRECTOR OF SAFEGUARDING**

The Diocese of Limerick is a Catholic community of sixty parishes living and working together in service of the Gospel of Jesus Christ. Its geographical area comprises the greater part of County Limerick, part of County Clare and one townland in County Kerry. Services include the co-ordination and support of ministry, pastoral supports, youth ministry, school advisory services and safeguarding across the Diocese. Based in the Limerick Diocesan Centre, the key responsibility of this half-time role is to ensure that Safeguarding practices are of the highest standard and proactively contribute to the overall development of the Diocese.

This role will require occasional evening work across the Diocese with some meetings outside the Diocese.

### **Essential qualifications, skills and attributes required for this post:**

- Relevant qualification in Safeguarding, Social Work or a related discipline, preferably at post-graduate level.
- Significant professional experience in safeguarding.
- Familiarity with relevant statutory legislation and policies on Safeguarding and Vetting knowledge of Safeguarding developments and policies of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).
- A self-starter with strong leadership and teamwork skills and the flexibility to work collaboratively with a range of stakeholders to include: clergy, parish and diocesan staff, volunteers and groups in creating Safeguarding awareness, ensuring the implementation of training, vetting and other policies, practices as necessary at all levels of the Diocese of Limerick.
- Excellent interpersonal, organisational, planning and communication skills.
- Proven track record in report writing, analysis and preparation of briefing documents.
- High levels of personal motivation, self-management, and attention to detail.
- Strong IT skills and ability to present data in a range of formats and to various audiences.
- Full clean driving licence and access to own transport.

### **Strongly Desirable:**

- Relevant experience in and familiarity with community and voluntary structures.
- Previous experience in developing relationships and supporting people in sensitive circumstances.

### **Special requirements for the post:**

- Capacity to support people who have experienced or impacted by abuse.
- Respect for the teachings of the Catholic Church and commitment to the Diocesan vision and ethos.
- Understanding of how to promote a culture of Safeguarding.
- Flexibility in the role that may vary in response to organisational change, development and review of best practice as well as in relation to hours of work and travel.

A detailed job description and application form is available on [www.limerickdiocese.org](http://www.limerickdiocese.org). Completed applications to be returned via electronic mail to: [recruitment@limerickdiocese.org](mailto:recruitment@limerickdiocese.org) by the deadline of **27<sup>th</sup> August 2025**. Incomplete applications will not be considered. A panel may be formed from the recruitment process. Please note that Garda Vetting will apply in respect of the post.

## JOB DESCRIPTION

<b>Position/Title:</b>	<b>Director of Safeguarding</b>
<b>Summary of the Service</b>	To uphold and develop Safeguarding in the Diocese of Limerick in taking overall responsibility for ensuring that Safeguarding and Vetting practices are of the highest standard in compliance with statutory legal and regulatory obligations. In particular, the Director supports the Diocese in complying with church Safeguarding policies and the standards.
<b>Location:</b>	Diocesan Centre, St Munchin's, Corbally, Limerick with regular travel.
<b>Hours of work:</b>	17.5 hours per week to include some evening and weekend work.
<b>Reporting to:</b>	General Manager/Diocesan Secretary
<b>Description:</b>	<p>Support Parish and Diocesan ministry with children and persons who may be vulnerable.</p> <p>Be the Designated Diocesan Liaison Person (DLP) and have particular responsibility for reporting and management of cases.</p> <p>Manage Diocesan Safeguarding and vetting services to include training and vetting as well as the personnel engaged in these services.</p> <p>Manage internal quality assurance and auditing and reviews by the NBSCCI.</p> <p>Support the Diocesan committees related to safeguarding.</p> <p>Maintain a knowledge of emerging developments in relevant legalisation and policy and provide advice and guidance in respect of such matters.</p> <p>Maintain a database of relevant information as required according to Statutory reporting functions and the standards of the NBSCCI.</p>

## APPLICATION FORM

**Job Title** Director of Safeguarding  
**Location** Limerick Diocesan Centre, St Munchin's, Corbally, Limerick.  
**Closing Date for Application** **27<sup>th</sup> August 2025**

## PERSONAL DETAILS

<b>Surname</b>	
<b>Title</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>E-mail</b>	
<b>Mobile</b>	
<b>Current Salary</b>	
<b>Where did you hear about this post?</b>	

**Statement of suitability**

(Please provide a 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**

**Relevant or equivalent qualifications and experience**

**Knowledge of and familiarity with Safeguarding and Vetting**

**Knowledge of and familiarity with the work and policies of the National Board for Safeguarding Children**

**Evidence of interpersonal, organisational and communication skills, written and oral**

**Track record in self-motivation and self-organisation**

**Experience of working as part of a team and of engaging with a range of stakeholders**

**Experience of report writing, analysis and preparation of briefing documents**

**Evidence of IT skills**

**Examples of flexibility from previous employment experience**

## 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.

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

## Additional Information

**Please indicate any additional information which you feel may be helpful in assessing your suitability for the position**

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 and satisfactory Garda vetting. 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](mailto:recruitment@limerickdiocese.org)  
(Signed PDF)