



**Director of Provincial Administration  
Dublin Province of the Redemptorists  
Job Specification & Terms and Conditions**

<b>Job Title</b>	Director of Provincial Administration
<b>Closing Date</b>	Wednesday 18 <sup>th</sup> March 2026.
<b>Proposed Interview Date (s)</b>	Proposed interview dates will be indicated at a later stage.
<b>Taking up Appointment</b>	A start date will be agreed at job offer stage.
<b>Location of Post</b>	Provincial Offices, St. Joseph's Monastery, Dundalk, Co. Louth There is currently one permanent whole-time vacancy available.
<b>Informal Enquiries</b>	Therese McKernan, Human Resources Delegate  Email: <a href="mailto:tmckernan@cssr.ie">tmckernan@cssr.ie</a>  Tel No: 0044 7731 703 789
<b>Environment of the Job</b>	<p>The Dublin Province of Redemptorists (DPR) belongs to an International Congregation, with a ministry presence in over 80 countries. In Ireland, the DPR exercises ministry from religious communities and initiatives in Dublin, Dundalk, Belfast, Limerick and Cork. The Province is registered as a charity in the Republic under the title 'Congregation of the Most Holy Redeemer'. The Redemptorist ministries include Shrine Churches, Parishes, Youth Ministry, Parish Missions, Popular Novenas, Evangelization, Overseas Mission, International Solidarity, Peace building, Ecumenical Outreach, Communications and Publications. The Dublin Province as part of a worldwide restructuring process is formally engaged in a Federation Agreement with three other Northwest Europe Redemptorist Units. The Province has 86 employees across its eight communities in five locations.</p> <p>The role of Provincial is responsible for leading, directing, and guiding the life and mission of the Province, delivering effective governance in accordance with Canon Law, the Constitutions and Statutes of the Congregation, and relevant civil, charity, and regulatory requirements. The role involves ensuring robust systems of administration, financial oversight, safeguarding, risk management, and compliance, while improving and maintaining standards of good governance and accountability across all Provincial works.</p> <p>As a pastoral leader, the Provincial provides spiritual and missionary leadership to members of the Province, creating an environment that supports community life, missionary outreach, collaborative ministry, ongoing formation, and pastoral effectiveness. The Provincial guides confreres and partners in mission in discerning and responding to contemporary missionary needs, positioning the Redemptorists to serve most effectively those who are poor, abandoned, or marginalised, in keeping with the charism of St Alphonsus Liguori, founder of the Redemptorist Congregation.</p> <p>The role requires working in partnership with the Provincial Council(s), local superiors, lay colleagues, Boards of Management and Trusts, the Redemptorist Northwest Europe Federation Council, Church authorities, and external stakeholders. The Provincial leads and delivers strategic vision and direction for the Province, ensuring that pastoral, missionary, and charitable activities are aligned with the mission, values, and long-term sustainability of the Congregation.</p> <p>In matters of stewardship, the Provincial is responsible for directing and overseeing the responsible use of financial, property, and human resources, maintaining transparency and integrity, and ensuring that assets are managed prudently in the service of mission and</p>



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	<p>future viability. The role includes delivering effective planning, improving organisational capability, and creating structures that support collaboration, accountability, and renewal.</p> <p>The Provincial is accountable to members of the Dublin Province, the General Government of the Congregation and, where appropriate, to civil and ecclesial authorities, and ensures that the Dublin Province fulfils its obligations as a registered charity in Ireland. Through strong leadership, discernment, and collaboration, the Provincial leads and guides the Province in faithfully delivering its mission in a changing social, ecclesial, and cultural context.</p> <p>The workload accompanying these responsibilities is onerous and so the Provincial is assisted in the carrying out of his functions by a core team, referred to as the Ordinary Provincial Council (OPC), which has formally delegated functions.</p> <p>In addition to the OPC, the Provincial has an Extraordinary Provincial Council (EPC) who are the Trustees of the Dublin Province and responsible for policy approval, key appointments, financial oversight and other key delegated functions.</p> <p>The work of the Provincial, OPC and EPC and the facilitation of the various Secretariats, Boards, Trusts and Commissions within the Charity will be supported on a day-to-day basis by the Director of Provincial Administration.</p>
<p><b>Reporting Relationship</b></p>	<p>The Director of Provincial Administration will report directly to the Provincial and serve at a senior level in a spirit of shared responsibility and mission. The role currently carries no direct line management responsibility for staff; rather, the Director works collaboratively and collegially within established Provincial structures and with designated post holders in matters relating to administration and governance. The post holder will work closely with the Ordinary Provincial Council, the Extraordinary Provincial Council, local community superiors, the Financial Secretariat, and the HR Advisory Panel (HRAP), and will engage with senior staff in the Provincial Offices in relation to agreed areas of responsibility and on projects or tasks allocated by the Provincial, in support of the life, governance, and strategic direction of the Province.</p>
<p><b>Purpose of the Post</b></p>	<p>This is a new role, established to support the increasing demands of Provincial administration and governance, and to strengthen strategic planning and operational efficiency. The Director of Provincial Administration will lead and oversee the administration, governance and planning of the activities in the Office of the Provincial. The post holder will be responsible for ensuring that the Office operates to the highest standards of governance and carries out its functions in accordance with the Constitution and Statutes of the Redemptorists, the Province's Civil Constitution, the Code of Governance for Irish charities, and any other relevant codes or regulatory requirements.</p> <p>Acting on behalf of the Provincial, the Director will provide leadership across a broad range of organisational and administrative matters in order to meet strategic objectives. You will uphold the highest standards of governance, operational effectiveness, risk management, probity, and accountability. This will be achieved by seeking operational efficiencies, instilling appropriate procedures, and ensuring that appropriate systems and policies are in place to enable the Redemptorists to proactively meet operational and strategic objectives, regulatory obligations and internal governance requirements, supported by transparent and accountable compliance arrangements.</p> <p>You will be a key enabler in planning and advancing the mission and priorities of the Province, contributing to both strategic direction and day-to-day operations. This will be</p>



	<p>achieved through providing high-level support to the Provincial, working collaboratively with members of Redemptorist leadership and senior post-holders at Provincial level, and fostering effective relationships across the Province, with engagement at local community level taking place in consultation with, and through, the local superior so as to respect established lines of responsibility and authority.</p>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b>Provincial Administration</b></p> <ul style="list-style-type: none"> <li>• Lead and oversee the running of the Office of the Provincial.</li> <li>• Support Redemptorist management structures (OPC/EPC) to operate and perform their functions in accordance with Redemptorist Governance documents.</li> <li>• Assist the Provincial in strategic planning and developing the support structure necessary to carry out the functions of his role.</li> <li>• Support the smooth running of the monthly OPC meetings (and quarterly EPC meetings) by assisting with agenda preparation, coordinating the compilation of necessary papers to facilitate decision-making, and ensuring accurate meeting records and follow-up on agreed actions.</li> <li>• Ensure the effective coordination and oversight of the secretarial (office-support) functions serving the Office of the Provincial.</li> <li>• Co-ordinate directly with members of the OPC and EPC regarding Provincial priorities, clarifying and reviewing papers.</li> <li>• Prepare the Provincial comprehensive monthly/quarterly report for the OPC/EPC.</li> <li>• Work closely with the HR Delegate/Financial Controller and Safeguarding Lead and Director of Youth Ministry, to coordinate papers for each OPC/ EPC meeting to enable timely decision-making.</li> <li>• Support the smooth running of the semi-annual 'Redemptorist Superior Meetings' by assisting with agenda preparation, coordinating the compilation of necessary papers, and ensure accurate meeting records and follow-up on agreed actions.</li> <li>• Assist the Provincial, at the Provincial's explicit request, with the administrative processing of sensitive correspondence and or the preparation of draft responses as required.</li> <li>• Ensure strict respect for confidentiality at all times, particularly safeguarding the right of confreres to direct and confidential communication with the Provincial.</li> <li>• Prepare and/or quality assure preparatory research, presentations, papers etc. for the Provincial, briefing him in advance of key stakeholder engagement.</li> <li>• Attend fora/meetings, for, or on behalf of the Provincial and/or participate as his permanent representative at his request.</li> </ul> <p><b>Secretariats, Boards, Trusts and Commissions</b></p> <ul style="list-style-type: none"> <li>• Support the effective planning and conduct of meetings by coordinating agenda preparation and the compilation of supporting documentation for quarterly Finance Secretariat and Solidarity Office Trustees meetings, semi-annual St. Clement's College Trustee meetings, and Chapter and Assembly preparatory meetings and Assemblies at key junctures.</li> <li>• Ensure accurate minute-taking, recording of decisions, and systematic follow-up on agreed actions for each of the above governance and advisory structure.</li> <li>• Liaise closely with the HR Delegate, in a spirit of collaboration and mutual respect, to support the review of the HRAP Work Plan and to help identify priority matters requiring consideration or decision by the Provincial and the Ordinary Provincial Council.</li> <li>• Work collaboratively, as requested by the Provincial, with the Financial Controller, and/or the Chair of the Finance Secretariat, on administrative and governance</li> </ul>



matters that interface with financial issues, recognising that the Financial Controller and Chair of the Finance Secretariat have direct access to the Provincial on financial matters.

- Oversee the expenses policy and process for members of Secretariats, Boards, Trusts and Commissions, on behalf of the Provincial, ensuring a prompt claims and reimbursement process.

#### **Risk Management**

- Function as the Risk Manager for the Province, advising on a risk management approach and managing the Risk Register.
- Advise on and assist in the establishment of a Redemptorist Province Risk Assessment Team. Convene periodical meetings of the Risk Team and coordinate their activities.
- Support the Provincial in managing related legal engagement and activity within the office of the Provincial.

#### **Health and Safety**

- Support the Provincial and local superiors in the coordination and implementation of health and safety policy and the Occupational Health and Safety (OHS) System for the Province.
- Liaise with the external OHS adviser, ensuring activities across communities are coordinated, implemented and completed within appropriate timelines.
- Take responsibility for the review and update of the Province Safety Statement in conjunction with the OHS adviser.
- Oversee the coordination, communication, and management of mandatory training and occupational health and safety assessments across the Province, in line with approved tendering and procurement processes.
- Review and advise on any Risk Assessment Method Statements (RAMS) from external contractors undertaking work on behalf of the province.

#### **Governance and Compliance**

- Coordinate the drafting, approval, review and renewal and ongoing management of the suite of Province protocols, policies, procedures and guidelines as relevant to a missionary Congregation in the charity sector.
- Take a lead role in coordinating the collection of information required for, and in drafting, the Annual Trustees' Report, as well as in overseeing the preparation of the Province's Annual Report. This will be done in collaboration with the Provincial, Council, trustees, auditors, and relevant offices, ensuring accuracy, coherence, and timely completion in accordance with governance and regulatory requirements.
- In consultation with the Financial Controller and the Finance Secretariat, facilitate and support the annual review and agreement of relevant financial policies, procedures, and internal control mechanisms.
- Assist the Provincial and Trustees in relation to their obligations under the Charities Governance Code and other voluntary, donor and statutory codes and standards.
- Working jointly with the Financial Controller and the Finance Secretariat, and Province Trustees ensure the Redemptorists are discharging their obligations under Charities Legislation and other codes/standards.
- Liaise with the Financial Controller in the completion of the annual Charities Governance Code Compliance Record Form ensuring that Trustees are briefed and informed on a timely basis facilitating the Trustee's approval.



	<ul style="list-style-type: none"> <li>• Act as the principal initial point of contact for any audit of governance records, engaging as necessary with the Financial Controller or HR Delegate.</li> </ul> <p><b>Contract and Project Management</b></p> <ul style="list-style-type: none"> <li>• Review and support the conduct of central tenders and contracts, including agreed evaluation processes, in a spirit of shared responsibility and collegial collaboration, working in close partnership with the Provincial Financial Controller to ensure alignment with approved financial policies and compliance standards. Demonstrate good value and best use of funds in procurement.</li> <li>• Review and support the annual review of insurance arrangements, including contracts, renewals, and claims, through collaborative and consultative engagement, working in close partnership with the Provincial Financial Controller to ensure appropriate coverage, compliance, and effective risk mitigation.</li> <li>• Support approved strategic projects or initiatives, functioning as project manager as required. Develop plans, KPIs, timelines and assess performance against deliverables for the various reporting entities.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Through the exercise of senior-level leadership, the Director of Provincial Administration will contribute to the ongoing strengthening and effectiveness of the Provincial Office, enabling it to serve more fully the Province's key Redemptorist structures, leadership teams, and post holders, and to support them in advancing the Redemptorist mission in a coordinated, professional, and mission-focused manner.</li> <li>• Any other appropriate leadership duties relevant to the role which may be identified from time to time.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient organisation.</li> <li>• Act as spokesperson for the organisation as required by the Provincial.</li> </ul> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application:</b></p> <ul style="list-style-type: none"> <li>• Minimum degree level or professional qualification in one or more areas, including: business, management, administration, finance, human resources, governance, risk or compliance.</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working at senior management level in a complex multi-task role and /or function within a broad stakeholder environment, as relevant to the role.</li> <li>• A record of developing and managing a highly efficient administration.</li> <li>• Experience of dealing with management complexities, including but not limited to risk and reputation management and stakeholder relations.</li> <li>• Hands on experience in governance and compliance, demonstrating preferably direct involvement or at minimum strong familiarity with governance and compliance issues, codes and standards within the charity sector in the Republic of Ireland.</li> </ul>



	<ul style="list-style-type: none"> <li>• Experience within a high performing environment, where quality standards, health and safety and delivery of objectives within required timelines are necessary.</li> <li>• Experience of managing and working collaboratively with multiple internal and external stakeholders as relevant to this role.</li> </ul> <p><b>Health</b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<p><b>Other requirements specific to the post</b></p>	<ul style="list-style-type: none"> <li>• Hold a current driving license and have access to a car.</li> <li>• Flexibility in relation to working hours to fulfil the requirements of the role.</li> <li>• The position will be offered subject to pre-employment checks and Garda vetting.</li> </ul>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><b>Professional Knowledge / Experience</b></p> <p>Demonstrates:</p> <ul style="list-style-type: none"> <li>• Knowledge or understanding of Redemptorist structures and mission.</li> <li>• Strategic advisory knowledge and experience.</li> <li>• Strong understanding and experience of organizational governance, with particular relevance to the structures and compliance requirements of religious congregations operating within the charity sector.</li> <li>• Experience and up to date knowledge and insight of the core disciplines relevant to the role including:             <ul style="list-style-type: none"> <li>○ Risk Management</li> <li>○ Standards, Compliance and Assurance</li> </ul> </li> <li>• A track record of innovation, creativity and initiative.</li> <li>• Excellent ICT skills and experience of sourcing and implementing systems.</li> <li>• Strong writing/editing skills, including the ability to produce professional reports.</li> <li>• General system literacy, including excellent MS Office Skills and an openness to embracing and using new technology.</li> </ul> <p><b>Leadership and Direction</b></p> <ul style="list-style-type: none"> <li>• Maintains up-to-date knowledge and demonstrates a clear vision of the necessary changes to achieve both immediate and long-term objectives.</li> <li>• Is an effective leader and a positive driver of change, balancing innovation with the need to ensure the organisation's long-term sustainability.</li> <li>• Ability to perform strategically and provide direction at all levels of the organisation.</li> </ul> <p><b>Managing and Delivering Results to a High Standard</b></p> <ul style="list-style-type: none"> <li>• Evidence of strategic planning, implementation plans, monitoring progress and delivering on plans.</li> <li>• Takes personal responsibility for initiating activities, persevering to bring objectives to a conclusion.</li> <li>• Excellent organisational abilities, including the ability to plan and schedule important tasks and the importance of delivering value to the role.</li> <li>• The ability to adequately identify, assess, manage and monitor risks within their area of responsibility.</li> <li>• A capacity to work under pressure in order to meet deadlines.</li> <li>• Places strong emphasis on achieving high standards of excellence.</li> </ul>



	<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>• Possesses strategic thinking, planning and analysis skills with the ability to develop creative solutions to support transformation within the organisation.</li> <li>• Ability to assimilate and analyse complex information, consider the impact of decisions before taking action, and anticipate challenges.</li> <li>• Demonstrates independent thought and recognises when to involve other parties at the appropriate time and level.</li> <li>• Makes timely decisions and stands by those decisions as required.</li> </ul> <p><b>Working With and Through Others</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively with senior post-holders and organisational leaders to ensure the completion of organisational priorities and key governance tasks.</li> <li>• Demonstrates the ability to work independently while collaborating effectively within a collegial team environment, respecting that final decision-making authority rests with the Trustees.</li> <li>• Sets high standards and puts their work, and the work of the organisation into meaningful context.</li> <li>• Has excellent influencing and negotiation skills, persuading effectively and inspiring confidence.</li> </ul> <p><b>Building Relationships / Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Possesses highly effective communication skills, developing trust based, partnerships and relationships with a range of stakeholders.</li> <li>• Possesses the ability to explain, advocate and express facts and ideas in a clear, concise and convincing manner, at all levels of the organisation.</li> <li>• Committed to remaining up to date with knowledge and influencing others through collaborative working.</li> <li>• Excellent written communication and report writing skills.</li> </ul> <p><b>Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Is personally committed and motivated for the role.</li> <li>• Demonstrates the ability to deal with challenging situations in a constructive way, maintaining composure and demonstrating personal awareness.</li> <li>• Demonstrates a strong sense of personal and professional integrity, learning from experience and building personal resilience.</li> </ul>
<p><b>Shortlisting Process</b></p>	<p>A shortlisting exercise will be carried out on the basis of information supplied in your application form. It is crucial that you complete the application thoroughly identifying how your application meets the eligibility criteria for the role. Failure to do this will result in your application being excluded.</p>
<p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



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Terms and Conditions of Employment**

<b>Tenure</b>	The current vacancy available is permanent and whole time. The post is pensionable.
<b>Remuneration</b>	The Salary scale for the post is: €65,000-€74,000.
<b>Working Week</b>	The standard working week applying to the post is 40 hours.
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at Contracting stage.
<b>Superannuation</b>	Pension scheme membership will be notified within the contract of employment.
<b>Probation</b>	Every appointment of a person to any role with the Redemptorists shall be subject to a probationary period of 6 months in accordance with Redemptorist Policy.