

JOB DESCRIPTION

Post:	National Coordinator for the promotion of synodal collaboration and mission
Job Type:	Full-time
Contract Duration:	Permanent contract (subject to six months probationary period)
Location:	Columba Centre, St Patrick's College, Maynooth, Co Kildare
Reporting to:	Chief Operating Officer of the Irish Catholic Bishops' Conference

Scope of the Role

Following conclusion of the synodal process for the National Synodal Assembly in October 2026, the Irish Catholic Bishops' Conference wishes to appoint a National Coordinator for the promotion of synodal collaboration and mission across the Catholic Church in Ireland.

Key Duties and Responsibilities

Local

- Responsibility for the publication and implementation of the recommendations arising from the National Synodal Assembly in October 2026.
- Engaging with and assisting the synodal teams at local level in dioceses.
- Facilitate and resource Dioceses and parishes in the process of embedding synodality into the life of the local Church. This will include offering training and development of programmes in dioceses and parishes and Church bodies.
- Responsibility for networking and communication of best practices in synodality among dioceses, religious congregations and ecclesial movements, associations, and agencies of the Catholic Church in Ireland.
- Engage with media (local and national) to communicate the mission of Synodality.

National

- Facilitate the evaluation process and conduct regular reviews in relation to the implementation of outcomes of the National Assembly with IEC Councils, Commissions and Agencies until 2029.
- Promoting a culture of synodality in the Catholic Church in Ireland by providing ongoing support and resources, as required, to the staff of the Irish Catholic Bishops' Conference, its Councils, Commissions, Agencies and Initiatives, priests, and diocesan, regional and national teams with regard to synodality in the service of mission.
- Responsibility for the appropriate consultation and preparatory processes required for any future National or Regional Assemblies/gatherings with particular reference to dioceses and parishes.

International

- Facilitate, plan and support the implementation of the Four stages outlined in: ***Towards the Assemblies 2027-2028: stages, criteria, and tools for preparation*** - Recollecting, Interpreting, Orienting, Celebrating. These stages will accompany the local Churches, Episcopal Conferences, and continental groupings of Churches on the path leading to the Ecclesial Assembly to be held in the Vatican in October 2028.
 - **Recollecting** — *first semester of 2027*. Evaluation Assemblies in Dioceses, called to reread the experience of implementing the *Final Document* through a *narrative report* and a *letter to the other Churches*.

- **Interpreting** — *second semester of 2027*. Assemblies of Episcopal Conferences (national or regional), which will prepare a *theological-pastoral report* and a *letter to the other local Churches*.
 - **Orienting** — *first four months of 2028*. Continental Assemblies, from which a *perspective report* will emerge, capable of identifying shared priorities and orientations.
 - **Celebrating** — *October 2028*. Ecclesial Assembly of the Church as a whole, in the Vatican, together with the Holy Father: the journey undertaken will be brought into unity and entrusted to the discernment of the whole Church.
- Liaise, as required, with the CCEE regarding synodality.
 - Attend and participate in the European Synodal Team of National Delegates as the nominated Irish Synodal Pathway delegate.

Other Duties:

- Oversee the publication process of relevant documents and liaise with the Director of the Catholic Communications Office with the preparation of relevant press releases, as required.
- Be accountable to and work with the competent authority appointed by the IEC to oversee the Synodal process.
- Manage an annual budget for the office in consultation with the Finance Manager of the IEC.
- Preparation of an annual report.
- Other duties as appropriate and as specified by the Chief Operating Officer of the Irish Catholic Bishops' Conference.