



THE NATIONAL BOARD FOR
SAFEGUARDING CHILDREN
IN THE CATHOLIC CHURCH IN IRELAND

Director of
Safeguarding
Recruitment Pack

March 2025



Director of Safeguarding - NBSCCCI Job Description

JOB ADVERTISEMENT

Director of Safeguarding

National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)

Permanent full-time position subject to six months' probation

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

Background

The NBSCCCI 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 Safeguarding include:

- Offer case management advice based on best practice, in line with civil and canon law requirements and Church policy and guidance, to Church Authorities and Safeguarding personnel.
- With the CEO and Director of Training and Support, assist in the design, implementation and evaluation of standards, policy and guidance for all aspects of safeguarding children in the Catholic Church in Ireland.
- With the Director of Training and Support, assist with implementing new guidance through the provision of training and support to Church personnel.
- Be responsible for the development of a suitable methodology for reviews of safeguarding practice in Church bodies, which will include casework assessments and evaluation of practice against the Church's standards.
- Collate and analyse information in relation to allegations and the implementation of safeguarding policies across the Church for the NBSCCCI's annual report.
- Provide support to designated personnel in member Church bodies in the delivery of high quality safeguarding children practice.
- Work with other members of the team to develop and maintain the necessary attitudes, skills and knowledge across the Catholic Church in Ireland to keep children safe.
- Assist the CEO in working with State agencies to ensure that Church policy and guidance is in line with national legislation and requirements.
- Develop evaluation tools and report annually to the Board of Directors of the

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NBSCCCI on practice issues to ensure improvements and advancement of the Church's safeguarding policies and practice.

In co-operation with the CEO, the Director of Training and Support and administrative staff ensure that the operation of the National Office is compliant with Data Protection and GDPR requirements.

<p>Required Knowledge, Skills, and Abilities</p>	<p>Knowledge and Experience:</p> <p>A third level qualification in a related field such as Social Work, teaching, psychology.</p> <p>A strong working knowledge and experience in child safeguarding legislation, policy and practice.</p> <p>Broad knowledge of Church structures, Church guidance and Canon Law.</p> <p>Good communication skills.</p> <p>The ability to work to demanding deadlines.</p> <p>Essential Skills:</p> <p>Assessment; Case management; Recording and report writing; Communication; Presentation; Evaluation; Supporting personnel at arm's length.</p> <p>A good working knowledge of:</p> <p>All aspects of safeguarding including types of abuse; risk assessment and management; working with children; Children's Rights; impact of abuse; offender behaviour; management of sexual offenders.</p> <p>Experience:</p> <p>Experience of working as a social worker or counsellor/therapist in a statutory or voluntary organisation for a minimum of 5 years. Conducting child safeguarding assessments; writing policy and procedures; monitoring practice; delivering presentations; report writing.</p> <p>Education:</p> <p>Third level degree in social work or related field.</p>
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To request a Recruitment Pack, please email admin@safeguarding.ie

Responsible to:

Chairperson and Directors of the NBSCCCI

Reports to:

CEO of the NBSCCCI

Salary

Commensurate with the successful candidate's skills and experience.

Other Benefits

- 25 days annual leave pro rata plus concession days for Holy days where the Holy day falls during the week on a working day.
- Hybrid working arrangements possible subject to the agreement of the CEO and Board of Directors of the NBSCCCI.
- Flextime 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 current 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 CEO 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 Friday 4th April 2025.

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Job Description – February 2025

<p>Position Description</p>	<p>The Director of Safeguarding will be responsible, alongside the CEO and the National Office staff team, for implementing the strategic goals and objectives of the NBSCCCI and for assisting and advising Church personnel in the areas of policy development and best practice in relation to all aspects of Safeguarding children.</p> <p>In addition, the Director of Safeguarding will support the CEO in developing a methodology for conducting reviews of safeguarding practice across all Church bodies in Ireland.</p> <p>The Director of Safeguarding will also assist the CEO and the Director of Training and Support in developing and reviewing the Child Safeguarding Policy and Guidance of the Catholic Church in Ireland.</p> <p>The Director is responsible to the Board of Directors of the NBSCCCI and reports to the CEO.</p>
<p>Areas of Responsibility</p>	<p>To offer best practice advice on the management of allegations to all Church bodies who are members of the Irish Episcopal Conference (IEC) or AMRI or Associate Members of the NBSCCCI.</p> <p>To support the development of policy and practice guidance for adoption by the Catholic Church in respect of Safeguarding Children.</p> <p>To assist in assessment and review of safeguarding practice through the development of an appropriate methodology for conducting periodic reviews of safeguarding practice in Church bodies.</p> <p>To research and produce GAP (Guidance, Advice and Practice) papers annually on various aspects of Child Safeguarding in the Catholic Church as determined in consultation with the CEO.</p> <p>To support the Director of Training and Support in delivering training initiatives in line with the NBSCCCI’s training strategy.</p> <p>To support the CEO in reporting on all aspects of the work of the NBSCCCI through regular Board updates and the production of an</p>

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	Annual Report.
Objectives	<p>Promote the safety and wellbeing of children through the development of best practice advice and support in all areas of Church life.</p> <p>In co-operation with the CEO enable and assist the Board to carry out its functions and report to the Board on achievements of its annual objectives.</p> <p>Develop a positive culture of safeguarding children through the development of good working relationships with Church personnel and key external partners.</p> <p>Assist the Director of Training and Support to deliver appropriate training programmes to Church personnel in line with statutory requirements and best practice guidance and aligned to the NBSCCCI Training Strategy.</p>

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<p>Specific Responsibilities of the Job</p>	<p>Offer case management advice based on best practice, in line with civil and canon law requirements and Church policy and guidance.</p> <p>With the CEO and Director of Training and Support, assist in the design, implementation and evaluation of standards, policy and guidance for all aspects of safeguarding children in the Catholic Church in Ireland.</p> <p>With the Director of Training and Support, assist with implementing new guidance through the provision of training and support to Church personnel.</p> <p>Assist with the development of a suitable methodology for reviews of safeguarding practice in Church bodies, which will include case work assessments and evaluation of practice against the Church's standards.</p> <p>Collate and analyse information in relation to allegations and the implementation of safeguarding policies across the Church for the NBSCCCI's annual report.</p> <p>Provide support to designated personnel in member Church bodies in the delivery of high quality safeguarding children practice.</p> <p>Work with other members of the team to develop and maintain the necessary attitudes, skills and knowledge across the Church to keep children safe.</p> <p>Assist the CEO in working with State agencies to ensure that Church guidance is in line with national legislation and guidance.</p> <p>With other members of the team develop evaluation tools and report annually to the Board of Directors of the NBSCCCI on practice issues to ensure improvements and advancement of the Church's safeguarding policies and practice.</p> <p>In co-operation with the CEO, the Director of Training and Support and administrative staff ensure that the operation of the National Office is compliant with Data Protection and GDPR requirements.</p>
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<p>Work Location</p>	<p>The post holder will be based in New House, St. Patrick's College, Maynooth, Co. Kildare.</p> <p>The post holder will be required to travel across all Dioceses/Religious Orders in the country in the delivery of requirements of the post.</p> <p>Full driving license and car ownership is essential.</p>
<p>Conclusion</p>	<p>This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position and may be subject to amendment by the CEO and Board as the needs of the NBSCCCI change. The post-holder may also be required to carry out other duties as required by the CEO on an occasional basis.</p>

February 2025

Coimirce – The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)

Coimirce is the Company name and is a company limited by guarantee.

The Company was established in 2006 by the Bishops' Conference of Ireland (IEC) and the Conference of Religious and the Irish Missionary Union. (The latter two have now amalgamated to become the Conference of Religious and Missionary Leaders of Ireland – AMRI). These two bodies sponsor the work of Coimirce.

The Company is managed by a Board of non-Executive Directors who meet monthly to review with the CEO all operational matters, including the strategic plan, financial governance, charities regulations and all other requirements under the Companies Act 2014.

Board of Directors

The Chair and CEO of the National Board meet regularly with the Bishops' Conference and the executive of AMRI. In addition, members of these sponsoring bodies form a liaison committee with the Chair and CEO and meet three times per year.

National Office

The CEO is responsible for all operational matters and reports monthly to the Board of Directors.

The National Office team is small, consisting of the CEO, Director of Training and Support, Director of Safeguarding, a senior administrative officer (role includes company secretary) and an administrator.

The CEO, Director of Training and Support and the Director of Safeguarding offer advice, training, policy formation and research.

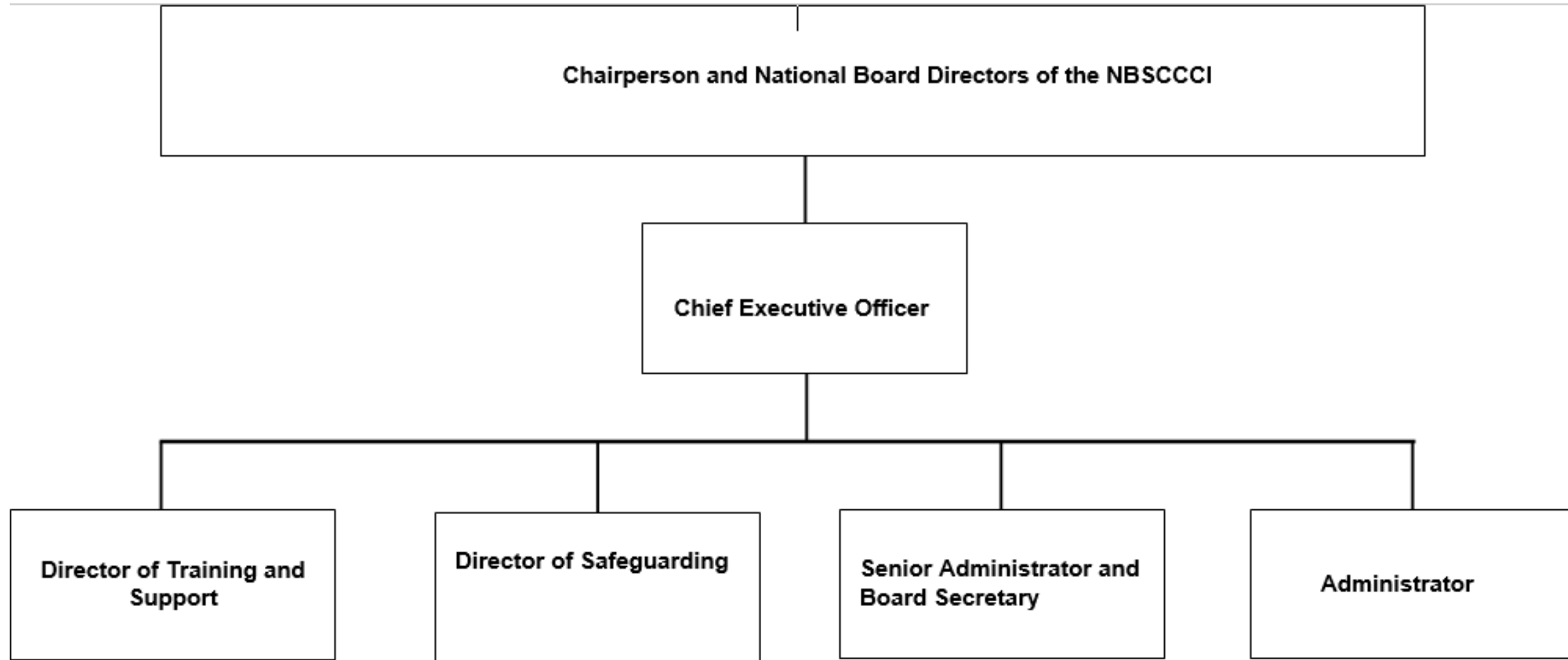
The Director of Training and Support provides national training in line with the Board's training strategy. They train and support a network of trainers in Dioceses and Religious Congregations to enable the delivery of all aspects of child safeguarding training.

The Director of Safeguarding oversees child-safeguarding reviews, assists with Policy initiatives and research.

The National Office communicates (in line with the Communications Strategy) through the Board's website – www.safeguarding.ie; through Newsletters x 4 per year; through ecclesiastical Provincial area meetings and briefings.

National Office staff meet with statutory and NGO partners (nationally and internationally) on a regular basis to ensure that the Church's practice is in line with legislation and best practice.

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Links to Further Information

For additional background information, see the links below:

Link to website

www.safeguarding.ie

Links to publications incl. Annual Report, Newsletters etc.

<https://safeguarding.ie/publications/national-board-publications>

Links to view Board of Directors

<https://safeguarding.ie/about-us/the-national-board>

Links to view National Office staff

[https://safeguarding.ie/about-us/the-national-office-team-ncmc-independent-reviewers- and-tutors](https://safeguarding.ie/about-us/the-national-office-team-ncmc-independent-reviewers-and-tutors)



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