



About the Margaret Aylward Centre for Faith and Dialogue, Glasnevin, Dublin

The Margaret Aylward Centre, located adjacent to the Holy Faith Convent in Glasnevin, was opened in 2014 as a pastoral initiative of the Congregation of the Holy Faith Sisters.

The **Margaret Aylward Centre for Faith and Dialogue** is a unique location for gatherings for spiritual and human development, and is a valued resource for all its users. The Centre serves as a place for purposeful inter-faith dialogue and activity. It also provides spaces for conferences, lectures and group reflection. Since 2020, a programme of online activities has enabled the Centre to stay connected virtually as well as building new connections.

Applications are invited for the position of Director which will become vacant in autumn 2021.

About the Role of Director

The Director is responsible for all aspects of the management and development of the **Margaret Aylward Centre for Faith and Dialogue**. This is a full-time position reporting to the Holy Faith Congregational leadership. The Director has part-time administrative and volunteer support.

Position Description: Key Areas of Responsibility and Accountability

The Director will have six key areas of responsibility:

- Understand the vision for the **Margaret Aylward Centre for Faith and Dialogue**, as interpreting the mission of the Holy Faith Sisters (www.holyfaithsisters.org)
- Devise and deliver activities and outreach to realise this vision.
- Promote the Centre as a resource and lead the marketing and promotional programmes.
- Provide direction and day-to-day management of the operations of the Centre.
- Optimise the use of the facilities at the Centre.
- Oversee the administration, maintenance and financial viability of the Centre.

Duties will include:

- Regular reflection on the vision for the Centre, ensuring that it informs all activities.
- Planning the programme of courses and outreach activities to be offered by the Centre.
- Overall responsibility for day-to-day running of the Centre
- Development and implementation of marketing and promotional plans
- Preparation of regular updates on all aspects of the operation of the Centre including a bi-annual report to the Holy Faith Leadership Team.
- Attendance at meetings of the Centre's Advisory Committee.
- Organising key events such as Open Days and seasonal events such as *Laudato Si'* Week, Holocaust Day and Culture Night.
- Managing the bookings of the Centre by external organisations and groups.
- Providing direction and motivation for staff and volunteers.
- Organising the finances of the Centre including the annual budget and financial reporting.
- Compliance with all legal, maintenance and health and safety requirements for the Centre.
- Linking and networking with groups engaged in spiritual development and dialogue.

Person Specification:

1. Qualifications:

Essential skills for the position of Director are:

- Relevant professional qualification in Theology and / or Spirituality (Degree level or equivalent)
- Training in general management skills
- Proficiency in use of IT (office software packages and online media)

Training in marketing / promotion would be desirable.

2. Experience

Candidates for the position of Director must provide evidence of:

- Team / project leadership responsibility in a formal work setting.
- Experience of development and implementation of programmes.
- Prior work in the area of Spirituality, particularly Contemporary Spirituality.
- Responsibility for programme management within a centre.
- Experience of programme development or outreach activities.
- Involvement in marketing or promotional activities.

Experience of working with inter-faith groups would be desirable and relevant.

3. Personal Attributes

- Ability to work on own initiative.
- High degree of personal interest in the work.
- Capacity for self-reliance and motivation.

Attendance:

The Director will be based at the Margaret Aylward Centre for Faith and Dialogue and will be employed to attend for 37.5 hours average per week, in line with the schedule of activities at the Centre. This will include attendance at weekends or on evenings when activities are booked.

The Centre is closed to the public on Mondays.

Remuneration and Term:

The remuneration for the post will take account of the qualifications and experience of the appointee. Appointment will be on a fixed-term contract basis for a period of three years.

Application Process and Closing Date:

Interested applicants for the position of Director, Margaret Aylward Centre for Faith and Dialogue should send curriculum vitae together with a covering letter by email to: congregationalleader@hfaith.ie no later than 5pm on **Thursday, 3 June 2021**

Interview Schedule:

Interviews will be scheduled during the week commencing Monday, 7 June 2021.

Informal Enquiries:

Please email congregationalleader@hfaith.ie if you would like any further information.