

JOB DESCRIPTION

Job Title: Health and Safety Co-Ordinator	Duration: 3 year Fixed Term Contract
Job Location: 20-23 Arran Quay, with frequent visits to parishes/partnerships	
Reports to: Financial Administrator/Head of Operations	

JOB PURPOSE: Briefly describe the overall purpose or function of the job
The main role of the Health and Safety Co-Ordinator is to develop, implement and monitor effective health and safety processes across the diocesan offices, parishes and parish partnerships, in support and enhancement of systems already in place.

Responsibilities	Tasks
Policy, Compliance and Governance	<ul style="list-style-type: none"> Develop and maintain Health and Safety policies in line with current legislation (Acts, Regulations and Codes of Practice) and best practice for the diocese and parishes. Ensure diocesan offices locations are compliant with Health and Safety legislative requirements. Ensure parishes understand and implement statutory obligations relating to Health and Safety, Fire Safety and related risk areas. Monitor compliance across parishes and prepare periodic reports detailing compliance levels, emerging risks and recommended improvements. Attend and report on Health and Safety matters at the Diocesan Health and Safety Committee meeting. Ensure that responses to Health and Safety issues are appropriate and recorded accordingly.
Advice and Support	<ul style="list-style-type: none"> Provide professional advice to priests, parish staff and volunteers on all aspects of Health and Safety. Support parishes in preparing Safety Statements and completing risk assessments for buildings (churches and parish centres) and parish activities.
Training and Development	<ul style="list-style-type: none"> Design and deliver training in parishes and parish partnerships based on local needs. Develop and provide accessible guidance materials such as templates and checklists. Promote the importance of safety awareness across the diocese through communication and attendance, for example at periodic parish briefings.
Parish Visits	<ul style="list-style-type: none"> Conduct parish site visits to support parishes and to assess compliance and identify areas for improvement. Review statutory inspection records (eg fire equipment, electrical testing) Produce follow on written reports with clear recommendations and timescales for actions.

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description.

JOBHOLDER ENTRY REQUIREMENTS: *Identify the essential knowledge, skills and behaviours required.*

Knowledge (Education & Related Experience):

- Relevant Health and Safety qualification, for example NISO, QQI or IOSH.
- At least 5-years' experience in a Health and Safety role.
- Strong IT skills.
- Strong understanding and working knowledge of safety principles and conducting risk assessments preferably in a non-for-profit setting.
- An understanding of civil liability and the relationship between risk management and insurance.
- An understanding of the historic built environment and the restrictions that may be placed upon buildings as a result.
- Experience in policy development and report writing.
- Experience delivering training to mixed groups of staff and volunteers.
- A willingness to work outside of normal hours and travel if required.
- Full driver's license.

Key Behaviours:

- Approachable and supportive with an ability to build trust.
- A good communicator with the ability to speak to individuals and groups of people from differing backgrounds and with differing levels of experience.
- Calm and pragmatic when dealing with incidents or sensitive situations.
- Proactive and detail-focused with a commitment to continuous improvement.
- Respectful of the mission and ethos of the Catholic Church.

KEY RELATIONSHIPS

<u>Internal</u>	<u>External</u>
Diocesan Colleagues	Parish Priests
Outsourced H&S consultant (diocesan offices)	Parish Staff
Internal Auditors	Parish Volunteers
	Parish Committee members
	Insurers and other third parties

Benefits and Compensation

- Competitive salary – €50,000 to €60,000 DOE
- Company pension with contributions after probation completion - 7.25% employer contribution
- Income protection
- Death-in-service benefit
- 20 days of annual leave – Annual leave increases according to years of employment, up to 25 days.
- Holy Days off (if they fall on a Mon to Fri - 6th January, 15th August, 1st November and 8th December).
- Ordinary Maternity Leave, Paternity Leave and Adoptive Leave are fully paid (after 1 year of continuous employment).
- Bike-to-Work scheme
- Tax Saver Travel Scheme
- Employee Assistance Programme.
- Continuous Learning Development support.
- Professional Membership fees paid (only where relevant to the job)

- Employee Engagement Activities
- Free Car Parking
- Work-Life Balance: Hybrid working model with flexible options (flexible start/finish times). Core hours are 10 am to 4 pm. (some staff members only)
- Offer a hybrid working model after completion of probation: two days working from home and three days in the office. On Wednesday, all staff members are required to be in the office.

The closing date for applications is the **6th of February 2026**. Applicants should send a covering letter along with a curriculum vitae to the address or email: careers@dublindiocese.ie.