Provincial Office Manager, Congregation of the Holy Spirit (Spiritans) – Irish Province

The Irish Province of the Spiritans is seeking to appoint an experienced and highly organised Provincial Office Manager to provide administrative and organisational support to the Provincial Leadership Team and to contribute to the effective running of the Provincial Office.

This is a varied and trusted role at the heart of the administration of the Province. The successful candidate will work closely with Provincial Leadership and colleagues across the organisation and will frequently be a first point of contact for Spiritan confrères, visitors and those engaging with the Provincial Office.

Working with the Spiritans

The Spiritans are an international Catholic missionary congregation with a long history of ministry in Ireland and overseas. The Provincial Office supports the leadership, members and mission of the Irish Province.

The successful candidate need not be a member of the Catholic Church but should be comfortable working within the ethos and mission of the Spiritans and respectful of the values and character of the organisation.

The Role

The Provincial Office Manager will have responsibility for the efficient day-to-day administration of the Provincial Office and for ensuring that appropriate administrative, record-management and office systems are maintained.

The role includes:

- Providing administrative and diary support to the Provincial Leadership Team.
- Managing the day-to-day operation of the Provincial Office, including correspondence, reception duties, telephone enquiries, post, filing, supplies, office finance, service providers, travel arrangements and other administrative requirements.
- Coordinating internal and external communications including social media, publications and organising events.

The Person

We are looking for someone who combines strong administrative and organisational ability with good judgement and an ease of working with people. This role will involve working with Spiritans across all aspects of our mission in Ireland and overseas.

The successful candidate will be able to manage a varied workload, establish priorities and work both independently and collaboratively. As the position involves access to confidential and sometimes sensitive information, a high degree of discretion, integrity and sound judgement is essential.

The role also involves regular contact with Spiritan confrères, colleagues, families and external organisations. The ability to communicate with warmth, tact and professionalism will therefore be important.

Essential Skills and Experience
Candidates should demonstrate:

- Significant experience in efficient office administration, office management or a comparable role including a high standard of organisational and time-management skills.
- Competence in standard office and digital systems and an ability to maintain accurate electronic and paper records.
- Experience in handling confidential information appropriately.
- Competency in communications management including websites, newsletters/publications, social media and working with an external PR advisor.
- Strong written and verbal communication skills. An ability to draft correspondence and prepare documents to a high standard.
- Initiative, flexibility and the capacity to respond calmly to changing priorities. An ability to work effectively as part of a small team while also taking responsibility for one's own area of work.
- Maintain and make available to the Provincial Leadership Team the up-to-date policies in line with regulatory requirements.

Experience of working in a Church / charitable / voluntary or similar organisation would be an advantage but is not essential.

Garda Vetting:
The position is subject to satisfactory outcome of the Garda Vetting process.

Location:
The position is office-based in Kimmage Manor, Whitehall Road, Dublin 12.

Hours & Salary
Full Time, 35 Hours per week. Salary and other terms and conditions will be commensurate with experience, skills and competency and will be discussed with candidates at final interview.

To Apply
Applications, including a letter of application and a full CV, should be sent to careers@spiritan.ie or posted to Careers, House 2, Kimmage Manor, Dublin 12, to arrive by **5pm Wednesday 25th November 2026.**

References will be required. Canvassing will disqualify.

The Congregation of the Holy Spirit is an equal opportunity employer.