



CO-ORDINATOR OF VOCATIONS IRELAND 2026

Reporting to

Secretary General of AMRI, Chair and Committee of Vocations Ireland

The Purpose of the Role

The Coordinator of Vocations Ireland will work with those religious congregations who are members of Vocations Ireland to promote and foster vocations to religious life in Ireland.

Key Responsibilities

Strategy & Leadership

- Work in partnership with the membership of Vocations Ireland to:
 - develop and implement a strategy for vocations ministry in Ireland.
 - review and evaluate current vocations ministry.
 - review and develop strategic priorities.
 - build positivity and enthusiasm for vocation ministry.
 - strengthen relationships with various Church bodies and other institutions in order to foster awareness of vocations to religious life.
 - coordinate and plan vocation promotion initiatives.
- Maintain active links with AMRI as part of the staff team.

Promotion & Outreach

- Develop and maintain an active presence on various social media platforms.
- Ensure Vocations Ireland has an up-to-date user-friendly website including a calendar of vocation-related events and initiatives by member congregations.
- Encourage and support vocation personnel to engage in various faith venues.
- Oversee communications, social media, digital media, and resources for vocation ministry and vocation ministers.
- Develop promotional and educational resources.
- Plan and coordinate vocation promotion events and celebrations with members' involvement.

Candidate Accompaniment & Discernment

- Respond to enquiries and offer initial support to individuals discerning a vocation.

- Signpost individual discerners to relevant congregation(s) in a timely manner (sharing contact details, etc).
- Follow up with the individual to ensure that contact with the congregation was established successfully.

Training Support & Governance

- Provide training for those in vocation ministry.
- Collaborate with similar organisations, national & international.
- Represent the members of Vocations Ireland in the public forum.

Person Specification

Essential criteria

- Strong personal commitment to the Catholic Faith.
- Strong belief in, and passionate about, the present and the future of religious life in Ireland.
- Experience of working in a relevant pastoral and/or educational setting in a voluntary or paid capacity.
- Strong organisational skills and strategic planning ability.
- Excellent interpersonal and communication skills.
- Ability to work independently and collaboratively.
- Excellent digital literacy and an understanding of communication in today's contexts.
- Excellent social media and digital skills.
- Ability to manage annual and monthly budget and submit accounts as required.

Qualifications required

Relevant studies in theology, spirituality, and/or leadership.

Contract

AMRI will issue a contract of employment for a 39 hour week, with flexible hours including evenings and weekends.

Salary, based on qualifications and experience, is paid monthly and includes a pension.

Annual leave: 27 working days, with timing agreed with the Secretary General and Vocations Ireland Committee.

Entitlement to public and religious holidays as outlined in the AMRI contract.

Travel is part of the role. Own car and full clean driving licence are required.

Mileage and subsistence, approved by Committee or Secretary General, can be claimed monthly.

Job share option may be considered for suitable applicants.

How to apply

Please send a copy of your CV to Gerard Gallagher, Secretary General of AMRI by email: info@amri.ie

Closing date
19 June, 2026