

Job Opportunity - Part Time Consultant

Irish Religious Stewardship (IRS)

The vision of IRS is to support the health and well-being of religious communities at every stage of life so that they continue to witness through prayer, presence and service to Church and society.

The mission of IRS is to provide good governance, effective leadership and careful stewardship of resources and relevant support services to congregations. IRS is the process of becoming a registered charity and limited company, governed in accordance with its constitution.

About the Role:

Irish Religious Stewardship (IRS) is seeking a dynamic and experienced **Part-Time Consultant** to support the establishment and development of a new, mission-driven organisation serving religious congregations across Ireland. Working closely with the Board/Working Group, you will play a key role in shaping IRS, putting in place the structures, relationships, and systems required to deliver on its vision and ensure long-term sustainability.

This is a new role, an exciting opportunity to be involved in the start-up of a new charitable organisation. Irish Religious Stewardship (IRS) is being established to provide leadership and good governance to a number of religious congregations in Ireland that are coming to completion as well as providing support services in health and well-being to their members.

Job Details

- **Contract:** Fixed term contract for 6 months (with a review for a further 6 months)
- **Start date:** September 2026 (TBC)
- **Salary Range:** Starting at €70k - €75k
- **Hours of work:** Part Time [20 hours per week, work pattern 2 full days, one half date] with flexibility for additional hours.
- **Location:** Hybrid contract.

Purpose of the Role

The Consultant will work with the IRS Board/Working Group to help establish, develop, and position the organisation for long-term success. This includes setting up essential structures, supporting strategy delivery, and ensuring IRS operates effectively in line with its charitable mission and values.

Key Responsibilities

Leadership & Strategy

- Provide strong leadership to guide the development of IRS.
- Agree priorities with the Board and report regularly on progress.
- Support the development of the organisation's Vision, Mission, Values, and Strategic Plan.

Organisation Development

- Build trusted relationships with religious congregations across Ireland.
- Develop communication materials (e.g. leaflets, booklets, questionnaires).
- Design practical tools to support congregations (including actuarial and needs assessments).

- Identify initial service areas and opportunities for growth.

Operational & Infrastructure Setup

- Establish office systems, IT infrastructure, and policies.
- Ensure compliance with relevant legal and regulatory requirements.
- Identify staffing needs and support recruitment.
- Put in place effective organisational structures and management systems.

Financial & Resource Management

- Work with the Board to set and manage an annual budget.
- Ensure resources are aligned to strategic priorities.
- Promote effective governance and best practice management.

Stakeholder Engagement

- Build strong, collaborative relationships with key stakeholders in Ireland and internationally.
- Maintain clear and timely communication with the Board.
- Represent IRS at relevant events and forums, promoting a positive profile.

Culture & Team Building

- Foster a collaborative, values-driven, and service-oriented culture.
- Support the development of a motivated and capable team.
- Help create a positive and inclusive working environment.

Essential Skills & Experience

- Proven 3 years leadership experience, ideally in an organisational development or start-up environment.
- Strong organisational, communication, and stakeholder management skills.
- Experience working with boards and within governance structures.
- Strategic thinker with experience delivering plans and building organisations.
- Financial awareness, ideally including actuarial understanding.
- Strong IT and communication skills.
- Good understanding of the religious, cultural, and social landscape in Ireland.
- High levels of integrity, professionalism, and commitment to mission-driven work.

Desirable

- Experience working with religious organisations or faith-based groups.
- Experience establishing or scaling new initiatives or organisations.

How to apply

To apply for this position, please send your CV to siobhan@hrteamservices.com clearly outlining how you meet the criteria before Wed, 2nd September 2026.

IRS is an equal opportunities employer.