

Job Description

Coordinator for Migrants, Refugees and Justice and Peace

Council for Migrants (Immigrants and Emigrants), Refugees and Justice and Peace

Scope of the Role

The Coordinator for Migrants, Refugees and Justice and Peace (MRJP) is responsible, under the direction of the Chair, and in consultation with the Irish Catholic Bishops' Conference, for the work of the Council for Migrants (Immigrants and Emigrants), Refugees and Justice and Peace.

The role of the Council is to promote the social teaching of the Catholic Church in a strategic and practical way through research, information and advice on the development of and advocacy for the care of migrants (immigrants and emigrants) and refugees and advising on issues of social concern, both nationally and internationally.

The Northern Ireland Catholic Council on Social Affairs (NICCOSA) is a sub-committee of the Council, made up largely of lay people with relevant expertise and experience who provide advice on social, political and legislative matters to the Catholic Bishops of Northern Ireland.

Key Duties and Responsibilities

- Identify and build relationships to promote Catholic social teaching at parish and diocesan level; responsible for devising and implementing a strategic plan for advocacy and research in respect of the core areas of the Council's mission;
- Liaise with the Chairs of specific sub-committees of the Council and provide appropriate research support;
- Prepare clear, concise and accurate research reports and draft position papers, including policy recommendations, for discussion by the Council for MRJP;
- Oversee the publication process of research documents/position papers produced by the Council, and liaise with the Director of the Catholic Communications Office regarding the preparation of relevant press releases;
- In agreement with the Chair of the Council, make written and verbal submissions to key bodies, including government committees – North and South;
- As directed by the Bishops' Conference, lobby policy makers on relevant matters and participate in delegations as appropriate;
- In consultation with the Chair of the Council, prepare the agendas and supporting materials for the meetings of the Council, its sub-committees and the Episcopal Commission;
- Undertake activities to raise public awareness of the work of the Council, including organising events and conferences and network with relevant inter-church bodies and others, as appropriate;
- Provide leadership and liaison for the induction and support of migrant chaplains and visiting them where feasible;

- Maintain links with the Dicastery for Integral Human Development at the Holy See;
- Collaborate with other Commissions and Agencies of the Irish Episcopal Conference on all matters pertaining to the care of migrants, refugees and issues relating to justice and peace;
- Preparation and submission of the Council's annual budget, annual report, and responsibility for maintenance of the the Council's website www.justiceandpeace.ie
- In addition to the Chair, act as a spokesperson for the Council;
- Other duties, as appropriate and as specified by the Chair, in consultation with the Chief Operating Officer of the Irish Catholic Bishops' Conference.