



**Development Officer  
Friends of Nano Nagle/Presentation Lay Movement**

**The Presentation Sisters are  
An international religious Congregation of women working in five continents.**

*The Presentation Sisters aim “to continue to invite people to carry the flame of Nano Nagle creatively into the future” (Congregational Direction Statement, 2018). The Development Officer will develop, manage, and deliver the operational elements of the full range of actions required to advance the Presentation Lay Movement. Applications are invited for the following **two-year** part-time position which reports to the Link Sister North East Province.*

Responsibilities will include:

- Contribute to the formulation of an organisational development plan.
- Organise and participate in an annual gathering and other activities of Friends of Nano/Associate groups.
- Motivate, support, and promote the development of groups at local level.
- Undertake necessary administration and follow up to support group development process and prospective planning.

The ideal candidate will possess:

- A postgraduate qualification with an interest or experience in one or more of the following: Spirituality, Pastoral Care, Chaplaincy or Faith Development.
- Good level knowledge of the history, charism, and current direction of the Presentation Sisters.
- Knowledge of lay spirituality movements.
- Competent IT skills, including social media, newsletter distribution and website development.
- Full clean driving licence and ownership of car for travel to Friends of Nano/Associate groups.
- Proven ability in planning, implementing, and managing budgets
- Proven ability to work collaboratively with colleagues in a highly interactive, faith-based environment.
- Self-motivated and ability to work independently and effectively as part of a team and meet goals within agreed timeframes.

**For a detailed job description please email [secretary@presprone.com](mailto:secretary@presprone.com)**

**Apply with CV to [secretary@presprone.com](mailto:secretary@presprone.com)  
by Monday 29<sup>th</sup> August 2022.**