

Evangelisation and Outreach Advisor

Agency for Evangelisation and Catechesis, Archdiocese of Southwark

Location Home-working
Salary £34-38K depending on experience

The Agency for Evangelisation and Catechesis of the Archdiocese of Southwark is responsible for supporting parishes in the work of adult formation, the training of catechists and helping to spread the good news of Jesus Christ (evangelisation) across South London and the county of Kent. We are now looking for a highly experienced, faithful and motivated leader to join the diocesan team to work with missionary parishes in the formation of missionary disciples.

We would entertain applications for job-sharing for the Evangelisation and Outreach Advisor role.

The person(s) appointed to this post will be a member of the diocesan department for evangelisation and catechesis, accountable to the Director, and committed to working collaboratively with colleagues and contributing to the unity of the team. He/she will be expected to have regard to the Catholic character of the role, and not do anything in any way detrimental or prejudicial to its interests or to the Catholic Church.

The person(s) appointed will work with colleagues in Adult Formation and Missionary Discipleship, and Family, Child and Youth Catechesis, as well as the Director and the Local Leadership and Resource Co-ordinator, and will also have specific responsibilities as agreed within the team.

Key Functions (General)

The Advisor will be required to work as a full member of the Agency team, participating in decision making and team activities; add expertise and knowledge, and contribute to Agency initiatives. We value team work; therefore, any team member will need to participate in and contribute to Agency Study and Prayer Days; become fully involved in the prayer life of the Agency and attend regular Team and Advisors' meetings. Additionally, they may be required to attend provincial or national meetings (which may entail occasional overnight stays); and work in communicating the range of activities and initiatives undertaken by the Agency. They will be attentive to the importance of safeguarding and financial accountability, and be able to work alone and collaboratively.

Key Functions (Specific)

- Sourcing and, where necessary, creating resources based on the evangelisation cycle as outlined in *Evangelii Nuntiandi*, with particular focus on the ongoing proclamation of the Good News of Jesus Christ in our communities.
- Developing and promoting approaches to pre-evangelisation in the parish context;
- Visiting parishes and working to develop parish plans for evangelisation, catechesis and formation (as well as identifying, training and supporting parish evangelisation leads)
- Work as the diocesan lead adviser on the OCIA/RCIA/RCICCA processes and successful delivery of the Rite of Election and Call to Continuing Conversion
- Help in the development and promotion of resources and events to serve parish-based mystagogical (post-baptismal) catechesis, in collaboration with the formation advisor.
- Liaise with other organisations and apostolates working in the area of parish renewal and mission, bringing the fruit of those initiatives to bear in the diocesan and parish contexts;
- Train and advise parish evangelisation teams or cell groups
- Develop resources and training for effective welcome teams and the ministry of hospitality;
- Identify, trial and promote resources for outreach to the lapsed and 'nones';

- Support and grow a network of Deanery Evangelisation Mentors (in collaboration with the Local Leadership and Resource Co-ordinator) who can participate in the delivery of formation and in turn support Parish Evangelisation Leads, as outlined in the Agency vision document, *Some Definite Service*.

Additionally, the successful candidate(s) will be required to build and maintain good relationships with other diocesan or related agencies, which may involve membership of committees etc as directed; and be open to the fostering of good ecumenical and inter religious relationships.

The Advisor will be expected to attend meetings and relevant training days/ courses; be willing to learn how to use new software and methods of delivering content (including digital content and social media); keep up to date with statutory requirements, best practice, and developments in evangelisation, catechesis and adult formation.

Person specification

The candidate(s) will have had significant involvement with the ideas and practice of evangelisation and discipleship and an informed understanding of Church teaching. As well as a broad understanding of current developments in these areas, he or she will need to be proficient in putting such teaching across in an intelligible and accessible manner and guiding people in practical terms. They will be responsible for both the development and the delivery of training/education materials.

The candidate(s) must have outstanding skills in communication, presentation and good interpersonal skills, informed by a sense of responsibility as a person working in a professional capacity for the Church.

The successful candidate(s) will be able to develop good relations with colleagues, clergy, and laity, demonstrating good judgement, discretion, discernment, sensitivity, good humour, and a willingness to learn. An openness to new developments and ways of working, initiative and an ability to manage time effectively is necessary for this flexible role. An ability to work as part of a team and independently are both of great value in this role.

Given the nature of the role, teaching and demonstrating what the Catholic Church professes to be true, the candidate(s) must be a practising Catholic. Additionally, they must be available for flexible working hours, including many evenings and Saturdays; have up-to-date IT skills, including Microsoft Office; have a general awareness of special educational needs and disability theology. They must possess sufficiently good health to meet such job requirements as loading and unloading a car when setting up courses etc. The diocese is geographically dispersed in terms of parish location; therefore, it is necessary/desirable for the candidate(s) to be a car owner/driver with a clean licence.

The Archdiocese of Southwark is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. The successful candidate(s) must be willing to comply with diocesan safeguarding procedures.

Organisation

The Roman Catholic Archdiocese of Southwark covers the London boroughs south of the Thames, the County of Kent and the Medway Unitary Authority. It is currently led by Archbishop John Wilson who was installed on 25 July 2019. You are encouraged to find out more about the work of the Agency, hitherto, on-line at www.ccfootingbec.org.uk and about the diocese at www.rcsouthwark.co.uk

HOW TO APPLY

Interested candidates should email their application form along with a short covering letter to Sarah Wood, HR Manager. Email: sarahwood@rcaos.org.uk. If you would like an informal chat, please contact the Director, Mark Nash, by email marknash@rcaos.org.uk