

Local Leadership and Resource Co-ordinator

Agency for Evangelisation and Catechesis, Archdiocese of Southwark

Location TBD (either Bowen House, SE1 or St Edward's House, Orpington)
Salary £25-28K 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 administrator to join the diocesan team to work with missionary parishes in the formation of missionary disciples.

The person 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 appointed will work with colleagues in Adult Formation and Missionary Discipleship, Evangelisation and Outreach, and Family, Child and Youth Catechesis, and will also have specific responsibilities as agreed within the team.

Key Functions (General)

The Co-ordinator 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 meetings. Additionally, they will be required to 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 or collaboratively.

Key Functions (Specific)

- Share in the setting up, development and promotion of three networks comprising Deanery Mentors and Parish Formation, Parish Evangelisation and Parish Catechetical Leads (together with the respective advisors);
- Related to this, manage technical and technological systems, such as a CRM and workflow management software, to serve the contact at all levels of these networks;
- Coordinate and track parish visits and support the creation, development and sustaining of parish plans for evangelisation, catechesis and formation;
- In relationship with the respective advisors, develop 'pathways' of training for those in roles of parish leadership and ministry;
- Coordinate and support the development and promotion of a system of retreats and missions;
- Contribute to the creation of resources from the Agency;
- Assist the Director in developing and delivering the Agency's social media offering.

Additionally, the successful candidate will be required to build and maintain good relationships with other employees; and be open to the fostering of good ecumenical and inter religious relationships.

The Co-ordinator 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; keep up to date with statutory requirements, best practice, and developments in evangelisation, catechesis and adult formation.

Person specification

The candidate must have outstanding skills in data collation and management, and presentation of data for various audiences, all informed by a sense of responsibility as a person working in a professional capacity for the Church.

The candidate will have had a degree of involvement with catechesis or educational work with adults and have an informed understanding of Church teaching. They will be responsible for coordinating visits, missions and the networks of Deanery Mentors/Parish Leads and as such will require excellent interpersonal and technical skills.

The successful candidate 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, it is desirable and beneficial that the candidate be a practising Catholic. Additionally, they must be available for some flexible working hours, including occasional Saturdays; have up-to-date IT skills, including Microsoft Office; some training will be provided. The diocese is geographically dispersed in terms of parish location; therefore, despite the job being predominately desk-based, it is desirable for the candidate to be a car owner/driver with a clean licence should the need for parish-based work be required.

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 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 at Saint George's Cathedral on 25 July 2019. You are encouraged to find out more about the work, hitherto, of the Centre for Catholic Formation on-line at www.ccftootingbec.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