

**Job title:** Mission Adviser

**Line Manager:** Mission Director

**Role Purpose:**

The Mission Coordinator will work in partnership with dioceses to develop a deep understanding of key teaching documents of the church and translating them into action. Working to recognise our common heritage through engaging with ecumenical partners and closer dialogue with other faiths.

The role will contribute towards the proclamation of the love of Jesus Christ being the golden thread which motivates all the work of the Secretariat and permeates every aspect of the work of supporting the Bishops' mission.

**Key Responsibilities:**

- To support the bishops in all aspects of promoting Christian life, Worship, dialogical and evangelising activities.
- To review and develop knowledge of the key Church documents beginning with the Directory for Catechesis, specific to England and Wales, working with dioceses to provide a central reference source deliver tangible ongoing formation outcomes.
- To facilitate effective communication and open knowledge development and sharing through the network of diocesan catechetical leads.
- To review, share interpretation and develop understanding of *The Pastoral Conversion of the Parish Community* in the service of the Evangelising Mission of the Church in partnership with dioceses to help it to energise parish groups and be received as a call to action.
- To provide resources rooted in academic rigour at the service of dioceses to help translate Church teaching into teaching resources relevant to diocesan need.
- To support diocesan catechetical advisers and focus communication of the aims of *Evangelii Gaudium* and the *Directory of Catechesis* as living documents.
- To champion ecumenical and interreligious conversation by building and coordinating a community of committed and focused diocesan coordinators and partners.
- To develop a programme of engagement between diocesan representative which, effectively coordinates diocesan based evangelisation to provide an annual report of outcomes to the Director of Mission as a means of sharing the Good News more effectively.
- To maintain a national directory of diocesan mission focused representatives.
- To create compelling missionary messaging which draws the Courtyard of the Gentiles initiative and the Mission to the non-Religious together.
- To work collaboratively with the Churches Together group for Evangelisation and with their evangelism officer on relevant projects.
- To develop collaborative relationships with seminaries, universities and educational institutes to share knowledge and contribute to Dialogue and Mission modules, short courses and academic research.

## Person Specification

### Essential:

Competency	Criteria	Assessment
A post-graduate degree in theology or equivalent.	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> </ul>
Demonstrates a deep love for the mission of the Catholic Church and its teachings	<ul style="list-style-type: none"> <li>Demonstrates commitment to Evangelisation and commitment to translating Church teaching into action</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates an enthusiastic awareness of the potential for mission to contribute positively to the world	<ul style="list-style-type: none"> <li>Can speak with awareness and understanding of the joy of the Gospel relevant to people's lives.</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>Interview</li> </ul>
Demonstrates the understanding the difference between academic research and developing policy within the Church	<ul style="list-style-type: none"> <li>Can articulate a sensitive understanding of the role of developing policy on behalf of the Bishops' as a collegiate Church body</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>Interview</li> </ul>
Demonstrates ability to assimilate Church teaching into national and local activity.	<ul style="list-style-type: none"> <li>Can provide examples of developing and sustaining professional relationships across the Catholic landscape</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates an ability to engage with other Christian churches to develop authentic relationships working toward increased unity	<ul style="list-style-type: none"> <li>Evidence of engaging across a range of organisations</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates an ability to engage with other Faiths to develop authentic dialogue working toward increased understanding and collaboration	<ul style="list-style-type: none"> <li>Evidence of engaging across a range of organisations</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Thinks and works systematically and analytically, making and delivering outcomes	<ul style="list-style-type: none"> <li>Provides examples of positive strategic and tactical outcomes with supporting evidence</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates experience of contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates a track record of working in partnership with peers, senior colleagues and stakeholders	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Summarises and communicates information effectively to colleagues	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
High level of IT competence, particularly Word, Excel and PowerPoint	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrated good organizational skills	<ul style="list-style-type: none"> <li>Provides examples of organising workshops, conferences and delivering reports and papers to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>

### Desirable:

PhD or significant post-graduate academic research