



DIOCESE OF BRENTWOOD
CARITAS DEVELOPMENT CO-ORDINATOR

Background to the role

The Diocese of Brentwood is a vibrant diocese serving the people of Essex and the five London boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest. The population is rich in its diversity. Within the Diocese are two Caritas members, Caritas Anchor House and the Brentwood Catholic Children's Society, as well as a plethora of local initiatives supporting a wide range of charitable projects in parishes and schools. The Mission of the Diocese is "To spread the Good News of Jesus Christ in Essex and East London" and establishing Caritas Diocese of Brentwood is one way in which our faith serves and contributes to the poorest, most vulnerable and marginalised in the Diocese.

Caritas Diocese of Brentwood (CDoB) was established by Bishop Alan Williams, Bishop of Brentwood, on the World day of the Poor 2018. CDoB operates within our diocese as a focus for our work in Charity, Justice and Social Action. Led jointly by our Director of Development and our Episcopal Vicar for Youth Ministry and Pastoral Care, CDoB acts as an umbrella for all the charitable work in the Diocese, aiming to help those involved to share good practice, as well as develop new initiatives and ideas. The website www.caritasbrentwood.org is a platform for local projects to showcase their work, and attract volunteers.

The Strategic Vision of the Diocese of Brentwood, "Shaping our Future," highlights CDoB as a vital part of our work together to renew our Diocese. Our intention is to create a genuinely intergenerational lay led approach to the work of Caritas in East London and Essex.

The role of Caritas Development Co-ordinator is new. After just over a year where the foundations for CDoB have been laid, and in the weeks and months where the Diocesan Strategic Vision is coming to fruition, this is a timely moment to expand the work and vision of Caritas within the Diocese.

TO APPLY FOR THIS ROLE:

- Please read the attached Job Description and Person Specification.
- If you have any questions, or would like to know more about the role, please email Fr Dominic Howarth, Episcopal Vicar for Youth Ministry and Pastoral Care: frdominic@dioceseofbrentwood.org. Please include a phone number, and he will call you.
- Applications should be emailed to Fr Dominic and should consist of a CV accompanied by a covering letter which demonstrates experience and skills specifically relevant to the Job Description and Person Specification.
- Applications must be received no later than midday on Friday 2nd October 2020
- Shortlisting and interviews will take place in mid-October.

DIOCESE OF BRENTWOOD

CARITAS DEVELOPMENT CO-ORDINATOR

JOB DESCRIPTION

JOB TITLE:	Caritas Development Co-Ordinator (3 Year Fixed Term)
START DATE:	January 2021
SALARY:	£30,000 - £35,000 (depending on experience) plus pension and expenses
DEPARTMENT:	Vicariate for Youth Ministry and Pastoral Care
LOCATION:	Home Based, with extensive travel across the Diocese
HOURS:	35 hours/week, including some evening and weekend work
RESPONSIBLE TO:	Episcopal Vicar for Youth Ministry and Pastoral Care

OVERALL PURPOSE OF JOB:

Working within the context of our Diocesan Vision Document “Shaping Our Future” the Caritas Development Co-ordinator will support the new Parish Partnerships. This support will ensure that we deepen and embed a culture where the exercise of the ministry of charity is a vital part of the practice of our faith. In particular the Caritas Development Co-ordinator will help lay leaders to flourish locally, equipping them with the skills, resources and network that they need. The approach will be intergenerational, helping young leaders to emerge, as the wisdom of those leading local projects is handed on, helping in succession planning.

MAIN RESPONSIBILITIES:

Working with Our Parish Partnerships

The Caritas development Co-ordinator will support the newly emerging parish partnerships. This will be achieved by encouraging existing ideas and good works, providing practical advice, and developing ideas and projects across partnerships. It is anticipated that each parish partnership will be visited twice a year to work directly with people in their local context.

Advising and supporting volunteer programmes of all shapes and sizes.

There are many volunteers working very hard within the Diocese, and sustaining many different projects, usually at parish level. As the parish partnerships develop, some of these projects will become partnership projects, and new ideas and opportunities will also emerge. The Caritas Development Co-ordinator will assist parish partnerships to recruit, train and nurture volunteers, and develop good models of volunteering, recognising the specific context of each partnership. Working with the well established Brentwood Catholic Youth Service, this will include an intergenerational approach and succession planning. Specific areas of work include:

Children – Homelessness – Environment - Integration/inclusion of those with different needs - International Charities - Prisoners and their families - Refugees

The successful applicant will also create and strengthen links between parish partnerships, as well as drawing on Diocesan and National expertise.

Training Events

Each year a training event focusing on a key area to support parish partnerships will be put together and delivered in three places across our diocese. This will include areas such as “recruiting and retaining volunteers”, “fundraising”, and “developing leadership.”

Social Media and Website updates

Regular updating of the website, and an active presence on Social Media, is an important part of this role, to ensure that events, opportunities and good practice from across the charitable sector is shared as widely as possible.

A national partnership: Together For The Common Good

Working in partnership with Together for The Common Good to deliver the programme *Here Now: Us People*. These training workshops are endorsed by Cardinal Nichols and provide excellent adult formation.

By forming lay people in this way we hope to help create lay leaders in the field of charity, justice and Social Action across our diocese for today and tomorrow. The successful candidate will be trained by Together For The Common Good and will work closely to facilitate delivery of the programme by them across our diocese.

A local network: Citizens UK

Developing links with the established Citizens UK network, including opportunities for training and development at parish level, will enhance the work of “Together for the Common Good” in terms of the formation of lay leaders. A number of parishes and schools are already very actively part of CitizensUK; CDoB will be members of CitizensUK from January 2021, so that the post-holder can take ownership of the CDoB involvement from the very beginning.

Fundraising

Providing support to parish partnerships in their fundraising endeavours to fund charity, justice and social action work in their particular partnership context. This will be achieved by signposting and advice rather than through organising or doing the fundraising.

PERSON SPECIFICATION – Caritas Development Co-Ordinator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
GCSE (or equivalent) English and Maths	✓	
Evidence of accredited Professional Development	✓	
SKILLS AND EXPERIENCE		
Demonstrable ability to work in partnership with colleagues, parishioners and leaders of charitable agencies.	✓	
Experience of working in a Catholic faith based environment.	✓	
The ability to use initiative and maintain self-motivation.	✓	
Experience of putting faith into action through charitable works.	✓	
Experience of working in a volunteer environment.	✓	
Good communication skills, including public speaking and presentations.	✓	
Demonstrable experience of working with Microsoft Office programmes including Word, Excel, PowerPoint and Outlook.	✓	
Experience in creating and sharing information on Social Media, and an understanding of Wordpress	✓	
Experience of training volunteers		✓
Experience of working in both rural and urban settings		✓
KNOWLEDGE		
A thorough understanding of Catholic Social Teaching.	✓	
ADDITIONAL REQUIREMENTS/INFORMATION		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	
A full driving licence		✓