



Diocese of Westminster

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| <u>Job profile:</u> | Justice & Peace Coordinator |
| <u>Location:</u> | Vaughan House, Westminster |
| <u>Reporting to:</u> | Director of Caritas |
| <u>Job reference no:</u> | 113-70215 |

Job Purpose:

To serve the Westminster Justice & Peace Commission in coordinating Justice and Peace endeavours across the diocese

Principal duties and responsibilities

1. Coordinate the Diocesan evangelical work of Justice and Peace in accordance with Catholic Social Teaching, through awareness-raising and coordinating action
2. Promote and facilitate the formation of Justice and Peace Groups through working with deaneries, parishes, schools, educational establishments and other appropriate forums
3. Consult regularly with the Chair of Westminster Justice & Peace Commission to agree strategic priorities
4. Consult regularly with the Director of Caritas on specific objectives, KPI's and collaboration with Caritas teams
5. Collaborate with the Commission membership, helping to convene and service sub-groups on relevant issues
6. Manage the administration of Justice & Peace
7. Network, liaise and collaborate with other diocesan departments, Catholic organisations and related agencies for example, CARITAS, Pax Christi and CAFOD, and establish a strategy to collaborate in parishes and schools
8. Promote cooperation on justice and peace issues with the neighbouring Catholic dioceses of Brentwood, Southwark and Arundel and Brighton, and the National Justice and Peace Network
9. Manage and report on the J&P budget and accounts so that the work is resourced effectively and adequately in line with diocesan financial procedures
10. Ensure appropriate use is made of use of social media to further the Commission's activities in conjunction with the diocese Communications team
11. Manage, recruit and supervise volunteers providing clear objectives and feedback at regular meetings
12. Produce articles and publications of a high standard for diverse audiences, including materials for young people in conjunction with the diocese Communications team
13. Promote practical expression of the principles and content of Catholic Social Teaching, through supporting and, as appropriate, attending the Commission on the newly-created diocesan Social Justice & Peace Forum

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| <u>Person specification:</u> | Justice and Peace Co-ordinator |
| <u>Contract type:</u> | Permanent |
| <u>Salary:</u> | £32,000 per annum |
| <u>Hours of Work:</u> | 35 hours per week (9am to 5pm Monday to Friday with some weekends and evenings as required) including at least 2 days per week at Vaughan House |

Essential Experience and qualifications required

1. Commitment to and practice in the Catholic Faith with a deep understanding of Catholic Social Teaching
2. Pastoral experience in education, parish, youth and/or community work
3. Organisational and managerial experience in a voluntary or paid capacity
4. Professional qualification in education, youth work or a caring profession (degree or equivalent)
5. Familiarity with common IT software for databases, spreadsheets, text management and social media
6. Planning and running of training/formation sessions on an ongoing basis
7. A high standard of English, both oral and written

Desirable Experience

Experience in media management

Essential Competences required

The ability to:

1. Identify and propose priorities in justice, peace and the integrity of creation and translate these into manageable, relevant and sustainable projects of advocacy, in accordance with Catholic Social Teaching
2. Advocate social change, working flexibly, with a range of non-violent means
3. Work with partners of all faiths and none on a range of issues while being able to clarify the specific Catholic Christian contribution to the endeavour
4. Organise study and spirituality days, vigils, services and pilgrimages
5. Liaise and communicate appropriately with Church personnel at all levels
6. Communicate both orally, in writing, and through appropriate media, to adult and youth audiences
7. Create and service networks, committees and working parties to carry out agreed tasks as requested
8. Maintain financial records in accordance with Diocesan procedures
9. Identify and help secure extra resources, to enhance Justice and Peace work
10. Inspire staff and volunteers to work collaboratively and creatively towards the priorities identified by the leadership.
11. Capacity to manage projects, partnerships and resources

Other Requirements

1. Effective self-organising skills
2. Strong Motivation
3. DBS clearance
4. Practising Roman Catholic
5. Ability and willingness to travel across the diocese and occasionally to regional and international events