



Job Profile	Deputy Director and Coordinator of Mission and Discipleship
Department / Parish / Agency	Agency of Evangelisation
Reporting to	Director of the Agency of Evangelisation
Cost Centre	340
Location / Address	Vaughan House and across the Diocese
Management of	N/A
Contract type	Permanent
Hours	35 hours per week office based and across the Diocese, including some evening and weekend work
Salary	£45,000 - £50,000 per annum
Job Reference	204-340

Job Purpose:

To assist in the strategic direction and management of the Agency for Evangelisation, and, driven by the Diocesan vision for the *New Evangelisation* as expressed in *Proclaim Westminster: Building Missionary Parishes – Forming Missionary Disciples*, to help create a culture of formation for mission across the whole Diocese. The fullness of our vision so far is to be found at <https://rcdow.org.uk/faith/>

Principle duties and responsibilities

Creating a Culture of Mission

1. To help realise the vision of *Evangelii Gaudium* for a New Evangelisation.
2. To drive the development of the Agency's web resources and digital strategy, to manage the Agency website, and to create opportunities for proclaiming the Catholic Faith to a wide audience.
3. To encourage and enable parishes to be intentionally mission focused, and to be a major resource for parish priests and local evangelisation teams in developing their own response to the vision and the priorities of *Proclaim*, through: a) their own creative and sustainable evangelising initiatives for outreach to the un-churched, the non-church-going, and to the church-going; and b) whole-parish formation programmes for missionary discipleship.
4. To work in partnership with other Diocesan departments and agencies, including Westminster Youth Ministry, Education Service, School and University Chaplains, Caritas Westminster, Vocations Team, and Pilgrimages, and with other evangelising communities across and beyond the Diocese.

Enabling Parishes to Share the Joy of the Gospel

1. To develop and deliver formation, training, and support programmes across the Diocese for new and existing evangelisation teams.
2. In collaboration with two Catechesis Advisers, to develop and deliver formation programmes for RCIA and other Catechists, and for others who are involved in parish mission and ministry, guided by the *Directory for Catechesis (2020)*.
3. To recruit a cohort of other high quality speakers and fellow-teachers and formators.
4. To resource parishes with material to study and reflect on Church teaching.
5. To provide teaching material for parish newsletters and websites.

Promoting Small Communities

1. To promote Small Communities across the Diocese, and to develop a programme of training and support for Small Community leaders.
2. To commission the writing of high quality faith-sharing material for Small Communities in parishes, following the principles of the Pastoral Cycle, and to oversee the production and promotion of this material for the Lent and Autumn seasons, and at other times as opportunities arise.

Promoting Spirituality Resources

1. To represent the Diocese on the Spirituality Committee of the Catholic Bishops' Conference of England and Wales.
2. To develop, gather, and promote spirituality resources, including opportunities for retreats and days of recollection.

Agency Team

3. To work closely with the Director and Agency for Evangelisation Team, comprising a Coordinator of Marriage and Family Life Ministry, two Catechesis Advisers, and a Team Administrator, in developing the vision and strategy of the Agency, and to help ensure its delivery across the Diocese.
4. To have responsibility, under the Director, for specific areas of departmental management, including budgetary management and compliance with statutory obligations and organisational requirements.
5. To assist the Director with personnel management.
6. To deputise for the Director as required.
7. To work within existing Diocesan Safeguarding protocols.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to represent the Diocese of Westminster and the Catholic Church with conviction and integrity	E
Ability to be sensitive to local situations and needs, and to be aware of trends in contemporary secular and religious culture	E
Ability to provide clear vision, strategic thinking, and strong direction and leadership	E
Ability to work methodically and consistently, and to adopt a flexible approach	E
Ability to work alone, using initiative	E
Ability to work with complete discretion and confidentiality	E
Ability to project a friendly, professional manner, both in person and in all communications	E
Excellent communication skills, both orally and in writing	E
Excellent IT and social media skills	E
Excellent organisational skills, resourceful and self-motivated, and able to work under pressure, to prioritise, and to meet tight deadlines	E
Responsive to the requirements of fieldwork across the Diocese, and to hold a current UK Driving Licence	E
A commitment to ongoing professional development	E
Experience	
Excellent knowledge and understanding of the New Evangelisation	E
Excellent knowledge and understanding of the Church's teaching on catechesis and faith formation, and an understanding of Catholic ethos and practice in parishes	E
Experience of contributing to the parish's evangelising activity	E
Experience of forming disciple-making disciples	E
Experience of teaching and delivery of adult faith formation, catechesis, and the RCIA	E
Experience of managing, leading and enthusing staff and volunteers	E
Proven ability to work in a team and to both take and give direction	E
Experience of personnel management	E
Experience of budgetary management and resource allocation	E
Knowledge of diocesan networks and structures	E
Qualifications	
Qualified in Theology to degree level or equivalent.	E
A working knowledge of Intermediate Microsoft Office Software package (Word, Excel, Publisher)	E
Christian Commitment	
A committed and practising Catholic	E
Involved in the wider life of the Church	E
A commitment to personal ongoing Christian formation	E

(N.B. This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties at the request of the Director. This role subject to DBS checks.)