



Job Profile	Coordinator of Westminster Interfaith
Department / Parish / Agency	Westminster Interfaith
Reporting to	Bishop Nicholas Hudson but to Fr Chris Vipers for day-to-day management
Cost Centre	340
Location / Address	Vaughan House and across the Diocese
Contract type	Permanent
Hours	21 hours per week office based at Vaughan House and with some evening and weekend work
Salary	£16.75 per hour
Job Reference	383-340

Job Purpose:

To help realise the Church's vision for interreligious dialogue as expressed in *Nostra Aetate* (Second Vatican Council), *Meeting God in Friend and Stranger* (Catholic Bishops' Conference of England and Wales), and *Evangelii Gaudium* (Pope Francis), and to help create a culture of interfaith awareness and activity across the Diocese of Westminster.

Principal duties and responsibilities:

Creating a culture

1. To help parishes be aware of the potential for local interfaith encounter and dialogue, and to encourage and support local interfaith activities
2. To liaise with other Diocesan departments and agencies to foster interfaith awareness and understanding, including Agency for Evangelisation, Justice and Peace Commission, Caritas, and Education Service
3. To produce periodic interfaith newsletters
4. To disseminate information received from the Holy See, the Bishops' Conference, and the Diocese
5. To distribute information regarding Religious Festivals to parishes, with bulletin and intercession suggestions as appropriate
6. To field by phone or email diverse interfaith enquiries or requests

Fostering relationships

1. To nurture relationships with different Faith groups, organisations, and places of worship in the Westminster Diocesan area
2. To connect with local and national interfaith networks and to participate in interfaith gatherings, e.g.
 - Multi-Faith Forums
 - Interfaith Network UK
 - Multi Faith Pilgrimage for Peace
 - Holocaust Memorial Day
 - World Peace Day
3. To greet Faith groups on their festivals, and attend when invited
4. To arrange visits to Places of Worship as requested
5. To liaise with coordinators/advisers from other dioceses in England and Wales, and to be part of a network supported by the Unity and Dialogue department of the Bishops' Conference

Formation

As requested, provide or arrange occasional formation opportunities, for e.g.

1. Parishes and Parish Teams
2. Seminarians
3. Primary and Secondary School Staff
4. Others as requested

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
Catholic Christian commitment: 1. A committed and practising Catholic 2. Involved in the wider life of the Church 3. A commitment to personal ongoing Christian formation	

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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	E
A commitment to ongoing professional development	E
Experience	
Excellent knowledge and understanding of Interfaith activity	E
Excellent knowledge and understanding of the Church's teaching on relations between the Church and other Faiths and an understanding of Catholic ethos and practice in parishes	E
Experience of contributing to Interfaith activity at parish and/or Deanery and/or diocesan Level	E
Experience of managing, leading and enthusing volunteers	E
Knowledge of diocesan networks and structures	E
Experience of forming others in the Church's vision of Interfaith activity	E
Qualifications	
Qualified in Theology to degree level or equivalent	D
A working knowledge of Intermediate Microsoft Office Software package (Word, Excel, Publisher)	D

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 Bishop with Particular Responsibility for Interfaith activity.

This role is subject to DBS checks.