



Diocese of Westminster

Job Profile	Deputy Director and Evangelisation Coordinator
Department / Parish / Agency	Agency for Evangelisation
Reporting to	Director of the Agency of Evangelisation
Cost Centre	340
Location / Address	Vaughan House and across the Diocese
Management of	Agency for Evangelisation Team
Contract type	Permanent
Hours	35 hours per week office based and across the Diocese, including some evening and weekend work
Salary	£55,000 - £60,000 annual salary
Job Reference	382-340

Job Purpose:

As a senior leader:

- A. To assist in the strategic direction and management of the Agency for Evangelisation – <https://rcdow.org.uk/evangelisation/>
- B. To help the priests, people, parishes and deaneries of the Diocese of Westminster realise Pope Francis' vision for a New Evangelisation in *Evangelii Gaudium*, building missionary parishes and forming missionary disciples.
- C. To help deliver on the Priorities for Mission emerging from the *Westminster Synodal Pathway* – <https://rcdow.org.uk/synod/>

Principal duties and responsibilities

A. Strategy and Management

1. To work closely with the Agency for Evangelisation Team: the Director, the Coordinator of Marriage and Family Life Ministry, the two Catechesis Advisers, and the Team Administrator, in developing a common vision and strategy across all areas of the Agency's work.
2. To network with other Diocesan agencies and departments and to help create a culture of evangelisation.
3. To drive the development of the Agency's web resources and digital strategy.
4. To have responsibility, under the Director, for the line management and supervision of the Team, including the setting of objectives and targets, reviews, and ongoing professional development.
5. To be responsible for the administration of the department, including weekly, monthly and quarterly reporting, budgetary management, and compliance with statutory obligations and organisational requirements, including Safeguarding, GDPR, and Health and Safety at Work protocols.
6. To report to the Director and to be line managed by him.
7. To deputise for the Director as required.

B. Realising the Vision

1. To form individuals and groups in the New Evangelisation, encouraging parishes/deaneries to be intentionally mission focused, and to be a major resource for them in developing their own local vision and strategy, evangelising initiatives, and faith formation programmes.
2. To provide ongoing support, formation and training for parish evangelisation teams.
3. To help develop a culture of vocation across the Diocese and the discovery and sharing of God-given gifts and talents for service in the parish and wider community.
4. To promote parish small communities and faith-sharing groups across the Diocese, developing programmes of training and support for small community leaders, and to ensure the provision of high quality resources throughout the year.

5. To support the Coordinator for Marriage and Family Life, and the two Catechesis Advisers, in developing and delivering formation programmes for Marriage Formation Teams, RCIA and other Catechists, and for others involved in Ministries in parishes.
6. To resource parishes with material to deepen reflection on Church teaching, and to provide them with occasional material for parish newsletters and websites.
7. To gather and share prayer and spirituality resources, and to represent the Diocese on the Spirituality Committee of the Catholic Bishops' Conference of England and Wales.

C. Priorities for Mission

1. To help coordinate the process and planning for the next phase of the Westminster Synodal Pathway, including a Diocesan Conference to identify revised Priorities for Mission, working with the Bishop responsible for Evangelisation, the Director of the Agency, the Agency Team, and others.
2. To develop resources and training opportunities for parish communities to continue Synodal Conversations, listening, and an ethos of accompaniment.

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.	D
A working knowledge of Intermediate Microsoft Office Software package (Word, Excel, Publisher)	D

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

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.