

Job Profile	Head of Community Development
Department/Parish/Agency	Caritas Westminster
Reporting to	Director
Cost Centre	426
Location/Address	Vaughan House, Diocese of Westminster
Management of	6 x Development Workers 1 x Volunteer Coordinator
Contract type	Permanent
Hours	35 hours a week, Monday-Friday, 9am-5pm
Salary	£53,000 - £58,000 per annum (dependent on experience)
Job Reference	615-426

Job purpose

Caritas Westminster is the social action agency of the Roman Catholic Diocese of Westminster, which covers the boroughs of north London (west of the Lea Valley) and the county of Hertfordshire. We run a wide range of direct services with a diverse set of beneficiaries that includes women escaping modern slavery, students with intellectual disabilities, victims of domestic abuse, people in the Deaf community, and people looking to start their own social businesses.

We also support over 200 parishes and schools in the diocese with their own social action projects, covering food provision, financial resilience, homelessness, and work with migrants and refugees. As **Head of Community Development**, your goal is to support and expand these activities through your leadership of the Caritas Volunteer Service and a team of six Development Workers, with the ambition of building a Church that is fully engaged in responding to the priorities of local communities, helping it to transform places for the better.

Principal duties and responsibilities

1. Your fundamental duty is to significantly increase the range, impact and visibility of Catholic social action in the Diocese of Westminster. You will achieve this through:
 - a. the recruitment, retention, training and inspiration of a diocesan-wide network of volunteer supporters (i) to act as social action animators in parishes and schools, and (ii) to inform Caritas Westminster's annual process of priority setting, impact assessment and review;
 - b. the leadership of a team of six Development Workers to support parishes and schools by providing resources and expert subject knowledge on specific topics (including food, shelter, migration and financial resilience).
2. To increase the number of motivated, high-quality volunteers of all sorts available to parishes, schools and partner organisations through:

- a. the effective management and development of the Caritas Volunteer Service team, including:
 - the ongoing development of our web-based volunteer brokering service;
 - the delivery of a well-attended and impactful annual Volunteering Fair; and
 - the delivery of a high profile, biennial Volunteering Awards event;
 - b. collaboration with the Diocese of Westminster HR department and Safeguarding Service on a funded strategy for the safe recruitment, retention and management of parish-based volunteers, with an absolute priority on the protection of all children and vulnerable adults;
 - c. collaboration with the St Vincent de Paul Society, Knights of St Colomba, Legion of Mary, Companions of the Sovereign Order of Malta, Cardinal Hume Centre, The Passage and other Catholic charities, to promote their activities and increase overall levels of voluntary social action in the diocese.
3. To be a persuasive advocate for Catholic social action, able to articulate the contribution of the Church to a stronger, more cohesive society, by:
 - developing and disseminating Catholic social teaching resources that underpin local social action and Catholic formation, working in partnership with primary and secondary schools, and with other parts of the diocese including the Agency for Evangelisation and Youth Ministry;
 - engaging with the 30 local authorities across the diocese, the Greater London Assembly and other public service partners, to identify areas of common concern and opportunities for joint working for the benefit of local communities.
 4. To gather qualitative and quantitative evidence on Salesforce and elsewhere that is used to:
 - a. manage your team's performance, inform its priorities and demonstrate its impact, in partnership with the Caritas Impact and Learning Officer;
 - b. secure positive media coverage of Catholic social action in the diocese, in partnership with the Caritas Communications Officer;
 - c. support wider regional and national initiatives led by the Bishops' Conference, CSAN and other national organisations.
 5. To work closely with the Director and other Heads of Caritas services to develop a proactive 'one team' approach for supporting social action across the diocese and delivering the Caritas Westminster strategy.
 6. To secure sufficient income to fully cover the cost of all Development Team and Caritas Volunteer Service activities, in partnership with the Caritas fundraising team.

Note: The post holder may also be required to undertake any other duties that are commensurate with the role.

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 the 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 centred and place human dignity at the centre. We strive to take a holistic approach to the development of the people so that we may better serve the functions of the church.

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

Competence

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

Reliability

Because the 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 the passion for the support we provide to the 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 the pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate the love through the dedication and devotion we extend to all the 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 and honest.

Person specification

Skills/competence requirements	Essential/ Desirable
An understanding and sympathy of the social and moral teachings of the Roman Catholic Church, including detailed knowledge of Catholic social thought	E
Excellent organisational skills; able to prioritise, deliver on time and to a high quality	E
Excellent verbal, inter-personal and written communications skills	E
Strong budget management, resource allocation and income generation skills	E

Proficiency with core Office 365 applications, including Word, Excel, PowerPoint and SharePoint	E
Experience	Essential/ Desirable
Proven ability to lead, enthuse and performance manage a diverse staff team	E
A track record of successful fundraising	E
Experience of partnership working, collaboration and delivering results through others (outside the line management chain)	E
Experience of policy advocacy at regional and local government level	D
Use of Salesforce as a platform for programme management and impact reporting	D
Qualifications	Essential/ Desirable
Recognised professional qualifications in community development/volunteer management. <i>(Or five years' equivalent expertise by experience as a minimum requirement)</i>	E