



Diocese of Westminster

Job Profile	Family Link Worker
Department / Parish / Agency	Caritas St Joseph's
Reporting to	Head of Service
Cost Centre	98M
Location / Address	St. Joseph's Pastoral Centre
Management of	All family linked areas of CSJ
Contract type	Permanent
Hours	Full-time, 35 hours per week
Salary	£18.95 per hour // £34,489 per annum
Job Reference	645-98M

Job Purpose:

To work towards the loving acceptance of people with intellectual and physical disabilities at the heart of not only parish life but society as a whole.

To work with the families in the parishes of the Diocese of Westminster and those who attend the Centre at Hendon and the Connect @ centres to provide social advocacy and support so they may achieve equality, inclusion and participation in society.

To work in such a way so as to model the values of St Joseph's – respect, love, community and spirituality- with a focus on dignity and the gifts of each individual.

Principle duties and responsibilities

- To work with the families to support them in all areas of their lives.
- To organize, enable and train volunteers to provide sacramental preparation for children and adults with intellectual disabilities.
- To assist in the preparation and organisation of various types of liturgy as meets the needs of families and communities.
- To work in accordance with St Joseph's Pastoral Centre's Health and Safety policies, confidentiality policy, in line with safeguarding vulnerable adults and children's' procedures.
- To actively participate in supervision and training sessions.
- To work within the overall strategy and budget for the Centre

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 work independently and as part of a team	E
Ability to motivate yourself, and others	E
Good interpersonal skills, both written and verbal	E
Commitment to the mission and values of St Joseph’s Pastoral Centre	E
Knowledge of the social and civic and spiritual needs of people with LD and their families ie working knowledge of the Care Act and Catholic liturgies.	E
Experience	
Practicing Catholic	E
A portfolio showing your creativity and excitement.	E
Knowledge and experience of working with people with learning difficulties	E
Qualifications	
Teaching qualification	D
Catholic Social Teaching or RS	D

Some travel will be necessary and requires a full driving licence and own car.