



Diocese of Westminster

Job Title	Parish Outreach Worker
Department / Parish / Agency	Enfield Parish
Reporting to	Parish Priest
Cost Centre	ENFLD
Location / Address	45 London Road, Enfield, EN2 6DS
Management of	n/a
Contract type	Permanent
Hours of work	10 hours per week (Working pattern to be agreed with Parish Priest)
Salary per hour	£15 per hour
Job reference number	693-ENFLD
Subject to DBS check (yes/no)	Yes

About the role:

This outreach worker post will be responsible to co-ordinate the life of the parish in three areas: Adult Formation, working with the Marginalised and working with Young People.

The person appointed will have the capability in education in its broadest sense, in working with the marginalised and in working with young people.

Principal duties and responsibilities

- To help the parish respond to needs identified through the Synodal process.
- To examine, assess and organise a suitable programme for adult formation in the parish.
- To liaise closely with Carita Westminster to assess local needs for the marginalised and strive to meet them.
- To liaise with the Diocesan Youth ministry to team to initiate and support work with young people.
- To assess the need for youth activity in the parish and the recruitment of volunteers to do it.

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 centred 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
An ability to work as part of a team	E
Good interpersonal skills	E
Good communication skills, both written and spoken	E
Good computer skills - (be able to make spreadsheets, flyers, etc)	E
Knowledge of other messaging media – Facebook, Instagram, etc.	D
Awareness of safeguarding policies	E
Awareness of GDPR requirements	D
Ability to enthuse volunteers	D
To work flexible hours - some evening and weekend work	E
Experience	
Have worked in education in its broadest sense	D
Working with young people	D
Have worked in an Administration position	D
Qualifications	
Safeguarding courses	D
GDPR courses	D
Catholic Certificate of Religious Studies or equivalent	D