



# Diocese of Westminster

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| <b>Job Profile</b>                  | Catechetical Coordinator   |
| <b>Department / Parish / Agency</b> | Kenton   |
| <b>Reporting to</b>                 | Parish Priest  |
| <b>Cost Centre</b>                  | KENTO  |
| <b>Location / Address</b>           | 531 Kenton Road, Kenton, Harrow, HA3 OUL   |
| <b>Management of</b>                | n/a  |
| <b>Contract type</b>                | Term Time Contract (39 weeks per annum)  |
| <b>Hours</b>                        | 20 hours per week total; Monday, Wednesday, Friday (13 hours) with 7 additional hours worked flexibly throughout the week. |
| <b>Salary</b>                       | £16 per hour   |
| <b>Job reference number</b>         | 697-KENTO  |

## **Job Purpose:**

To work with the parish priest and pastoral team with particular responsibility for developing supporting and co-ordinating catechetical and sacramental programmes.

## **Principal duties and responsibilities:**

Duties will include:

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Baptism, First Reconciliation, First Holy Communion, Confirmation, RCIA, Liturgy of the Word with Children
  2. To co-ordinate Alpha and Alpha Youth in the parish
  3. To co-ordinate the parish Ladies' Social Circle
  4. To deal with all the related administration, such as registration forms and record keeping
  5. To attend meetings for catechetical programmes as required
  6. To be present in and around Church on Sundays in particular
  7. To identify, empower and co-ordinate the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes
  8. To organise classes and co-ordinate the curriculum
  9. To regularly meet with catechists and the parish priest to review, prepare and develop programmes to be followed
  10. To evaluate all catechetical programmes and keep up to date with new resources as they become available
  11. To link closely with the diocesan Agency for Evangelisation and be fully aware of the programmes they offer
  12. To develop close relations with and support the parents of those involved with catechetical programmes
  13. To attend, devise and produce relevant liturgies which form an integral part of the various catechetical courses
  14. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
  15. To participate in appropriate Diocesan seminars, workshops etc. as arranged
  16. To liaise with the parish priest and the parish community on catechetical matters
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## **Our Diocesan Values**

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

### **Reliability**

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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.

| <b>Skills/competence requirements</b>   | <b>Essential/<br/>Desirable</b> |
|---|---------------------------------|
| Skills in programme delivery and presentation skills with adults and children.  | E                               |
| Excellent organisational skills, able to prioritise and meet tight deadlines.   | E                               |
| Ability to work alone, using initiative and within a team, motivating volunteers.   | E                               |
| Flexible and adaptable approach.  | E                               |
| Ability to work methodically and consistently.  | E                               |
| Ability to work with complete discretion and confidentiality.   | E                               |
| Ability to project a friendly, inclusive and professional manner, both in person and on the telephone.  | E                               |
| Ability to innovate and instil enthusiasm into others.  | E                               |
| To adhere and comply with safeguarding procedures.  | E                               |
| <b>Experience</b>   |                                 |
| Practicing Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church                                  | E                               |
| Background in teaching and/or catechesis, with relevant qualifications  | E                               |
| An appreciation of contemporary literature on Mission and Discipleship in the parish context and an openness to new approaches to catechetics | E                               |
| Some knowledge and practice in pastoral ministry.   | D                               |
| <b>Qualifications</b>   |                                 |
| BA in Catholic Theology/Religious Education <b>OR</b> Archbishop's Certificate in Catechesis, CCRS or MCC                                     | D                               |
| Knowledge in Theology/Catechesis  | E                               |
| Knowledge in Catechist development, education and formation   | E                               |
| Intermediate Microsoft Office Software package. (Word, Excel, Publisher)  | E                               |
| Knowledge in management and people skills   | E                               |

**This role requires a Disclosure and Barring Service Check**