



Diocese of Westminster

Job Profile	Pastoral Coordinator
Department / Parish / Agency	Our Lady of Victories Catholic Church, Kensington
Reporting to	Parish Priest
Cost Centre	KELOV
Location / Address	Our Lady of Victories Catholic Church, Kensington W8 6SA
Contract type	Permanent
Hours	30 hours per week
Salary	£18 per hour
Job reference number	805-KELOV

Job Purpose:

To work collaboratively with the Parish Priest and pastoral team to develop, support, and coordinate sacramental preparation programmes and volunteer activities that facilitate spiritual growth and deepening faith formation within the parish community.

Principal duties and responsibilities:

Sacramental Preparation Programmes

Support the coordination and delivery of the following where necessary:

- First Holy Communion preparation (liaising with Sr Maureen McNamara rsm)
- Confirmation programmes
- RCIA (Rite of Christian Initiation of Adults)

Administrative responsibilities:

- Schedule yearly sacramental preparation calendar
- Oversee volunteer onboarding and management for the above purposes
- Maintain accurate attendance records
- Create standard operating procedures and sustainable systems for the above
- Contribute to the collection of data for the Annual Diocesan Survey and allied Mandatory Returns

Volunteer Development and Community Engagement

- Recruit and support volunteers for church duties
- Conduct meetings with catechist teams when necessary
- Build sustainable catechist teams for each programme area
- Serve as liaison with parents and families in catechetical programmes
- Collaborate with diocese for any diocese programmes and initiatives

Programme Development and Evaluation

- Regularly review and update newsletter (and e-newsletter) and parish website
- Conduct programme evaluations and gather feedback
- Ensure programmes align with diocesan guidelines and Catholic teaching

ESSENTIAL REQUIREMENTS

Experience and Qualifications

- Practicing Roman Catholic with comprehensive understanding of Catholic social teaching and moral doctrine
- Experience in documenting standard procedures and management oversight of processes and systems
- Background in teaching and/or catechetical ministry

Desirable: Experience in pastoral ministry or youth work, BA in Catholic Theology/Religious Education, Catholic Certificate in Religious Studies, Maryvale Certificate in Catechesis, or equivalent qualification.

Skills and Competencies

- Excellent organizational skills with ability to prioritize and meet deadlines
- Strong presentation and communication skills for diverse audiences (children, teens, adults)
- Ability to work independently and as part of a team
- Leadership skills to motivate and coordinate volunteers
- Discretion and ability to maintain confidentiality
- Professional, friendly, and inclusive demeanour
- Commitment to safeguarding procedures and child protection protocols
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher)

KEY EXPECTATIONS

Safeguarding and Compliance

- Work closely with Parish Safeguarding Representatives
- Ensure all programmes comply with diocesan safeguarding rules and guidelines
- Maintain current safeguarding training and certifications

Community Integration

- Active presence at Sunday liturgies (2 Sundays a month) and parish events
- Contribute to the broader life and mission of the parish
- Support the pastoral vision and initiatives of the Parish Priest

Our Values

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility:</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D