



Diocese of Westminster

Job Profile	Safe in Faith Manager
Department / Parish / Agency	Caritas Westminster
Reporting to	Head of Caritas
Cost Centre	430
Location / Address	Vaughan House, 46 Francis Street, London, SW1P 1QN Some travel will be required for this role
Management of	Safe in Faith Administrator
Contract type	Fixed term. This role is funded for two years but we will be seeking funding to extend the role indefinitely.
Hours	14 hours per week (2 weekdays, neg)
Salary	£16,000-18,000 depending on experience
Job reference number	798-430

About us

Safe in Faith is a project of Caritas Hope which seeks to eliminate domestic abuse, gender-based violence and spiritual abuse in faith contexts. The two strands of the project are:

- addressing these issues in Catholic parishes and schools, through training programmes, resources and projects; and
- providing training and promoting good practice in these issues, through an interfaith network of counsellors, psychotherapists and related professionals.

Caritas Hope is a service of Caritas Westminster, a Catholic social action agency. It seeks to foster pastoral and therapeutic support on the margins, with groups of people who usually face barriers accessing support which meets their needs. Other Caritas Hope projects include the Signs of Hope Deaf Counselling Service, Rainbow Hope and the St Dymphna Community.

Job Purpose:

To lead the Safe in Faith project, working in partnership across faith and professional boundaries, to reduce levels of domestic abuse, gender-based violence and spiritual abuse.

Principal duties and responsibilities:

1. To deliver effective, well-attended training programmes (both online and in person) across the Roman Catholic Diocese of Westminster and elsewhere:
 - a. to Catholic clergy and parishes;
 - b. to groups of counsellors, psychotherapists and other related professionals.
2. To maintain and develop Safe in Faith materials and resources for our website, including our flagship 'Signposting Toolkit' for parishes.
3. To roll out the 'Ask for Mary' initiative, creating safe spaces in Catholic churches.
4. To develop new Safe in Faith initiatives, when funding allows, in particular to encourage greater peer support.
5. To line manage the Safe in Faith administrator.

6. To gather qualitative and quantitative evidence on Salesforce that is used to:
- a. manage the Safe in Faith project, inform its priorities and demonstrate its impact, in partnership with the Caritas Impact and Learning Officer;
 - b. secure funding for the project, in partnership with the Caritas Westminster fundraising team;
 - c. secure positive media coverage for Caritas Hope, in partnership with the Caritas Communications Officer;
 - d. support wider regional and national initiatives led by the Bishops' Conference, Caritas Social Action Network and other national organisations.

Given the nature of the work, the post holder is expected to maintain strict confidentiality about client-related issues and uphold the BACP Ethical Framework for the Counselling Professions.

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

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
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: Strong project management skills; able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: 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
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility: 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
A recognised qualification in counselling or psychotherapy	E
Prior employment in the VAWG sector and an understanding of the dynamics of abuse, particularly in faith settings, and of trauma-informed approaches	E
Experience of fundraising/income generation	E
Strong people management skills; able to form genuine relationships, collaborate and deliver results through others	E
Experience leading training sessions and the ability to field difficult topics with diverse groups and across different cultures	E
Experience working on complex and challenging topics in a faith setting	D
Technical Skills	
Good budget management, resource allocation and financial reporting skills	E
Proficiency with core Office 365 applications, including Word, Excel, PowerPoint and SharePoint	E
Use of Salesforce as a platform for project management and impact reporting	D
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