Diocese of Westminster

Job Profile	Health and Wellbeing Coordinator (Healthcare Visitor)
Department / Parish / Agency	Committee for the Welfare of Sick and Retired Priests
Reporting to	Chair, Sick and Retired Priests Committee (with oversight from the Vicar General)
Cost Centre	MUT-908 55
Location / Address	As required by the Committee (including travel to priests' private residences/sheltered housing/Nursing and or Care Homes across the UK and Eire and Westminster diocesan offices)
Contract type	Full time permanent
Hours	37.5 hrs. per week
Salary	£35,000 (may be open to negotiation)
Job Reference	817-MUT-908 55

Job Purpose:

The Health and Wellbeing Support Coordinator provides holistic care, pastoral support, and practical assistance to sick and retired priests of the Diocese of Westminster. The role is responsible for carrying out needs assessments, providing emotional and practical support, coordinating with diocesan staff and committees, and ensuring dignity and wellbeing for priests in later life, in line with Catholic values, safeguarding practices, and diocesan policy.

Principle duties and responsibilities

1. **Wellbeing Assessment and Pastoral Support**
    - Regularly visit priests and carry out holistic needs assessments, providing confidential and compassionate care.
    - Offer pastoral support, guidance, and practical assistance, contributing to their spiritual, emotional and physical wellbeing. Maintaining full confidentiality.
    - Provide or arrange interventions for urgent needs, liaising closely with relevant diocesan departments and committees.
2. **Case Review and Committee Participation**
    - Participate as an active member of the Sick and Retired Priests Visiting and Resources Committees.
    - Liaise with the Vicar General and diocesan officers regarding welfare, accommodation, and funding.
    - Facilitate referrals to external agencies, care providers, or property services as necessary.
3. **Financial and Administrative Support**
    - Oversee and process invoices for utilities, services, and expenses relating to priest support.
    - Help priests understand the need for and, where appropriate, contribute to discussions about their participation in accommodation/care costs, in line with the diocesan policy document (in progress) on care of priests in sickness and retirement.
    - Submit concise reports on activities and outcomes to the Archbishop's Council.
    - Ensure knowledge of the statutory benefits system and the practical ability to help priests assess and access (if appropriate) relevant entitlements.

4. **Policy, Safeguarding, and Compliance**
    - Ensure strict adherence to diocesan safeguarding policies and GDPR principles.
    - Maintain accurate records, meeting confidentiality and reporting requirements.
    - Uphold diocesan values in all interactions, signposting and advocating for priests as needed.
    - Work with and apply the diocesan policy document (in progress) on the care of priests in sickness and retirement.
5. **Development and Engagement**
    - Support diocesan initiatives, including pilgrimages or special events, and represent priestly welfare interests as required.
    - Take responsibility for personal professional development and uphold standards expected by the Diocese.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether economic, political, personal, or spiritual. At the heart of Catholic social teaching are the principles and four ethical values of love, truthfulness, justice, and freedom. As the administrative support function of the Diocese, we aspire to be person-centred, place human dignity at our centre, and take a holistic approach to the development of our people.

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 fulfil 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

Skills and Competence Requirements	Essential/Desirable
Effective Communication	E
Excellent Organisational Skills	E
Compassion and Active Listening	E
Collaborative Teamwork	E
Confidentiality and Discretion	E
Flexibility and Adaptability	E
Sense of Humour and Resiliance	E

Experience

Requirement	Essential/Desirable
Registered nurse or equivalent health/care qualification (preferably with psychiatric experience)	E
Experience in care home, residential, or community care environments	E
Pastoral, counselling, or welfare experience	E
Direct experience supporting Catholic clergy, religious, or similar faith-based group	D
Experience handling confidential casework	E
Financial admin for care support (e.g. invoices, payment processing)	D
Ability to negotiate care/nursing home rates and discuss contributions towards accommodation/care costs	E
Knowledge of statutory benefits system and processes for accessing entitlements	E

Technical Skills

Skill	Essential/Desirable
Strong case note/report writing	E
Familiarity with safeguarding, GDPR, and church procedures	E
Ability to network and work across multiple disciplines	E
IT literacy (MS Office, case management systems)	E
Full UK driving licence	E

Other Requirements

Requirement	Essential/Desirable
Practicing Catholic, understanding of priestly vocation	E
Commitment to diocesan values and safeguarding ethos	E
Female (reflecting Committee preference and tradition, E&D compliant)	D
Willingness to undertake continuous professional and pastoral development	E
Enhanced DBS clearance	E

N.B.: This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required by the Diocese.