

Job Profile	Justice and Peace Coordinator
Department/Parish/Agency	Caritas Westminster
Reporting to	Head of Community Development
Cost Centre	426
Location/Address	Vaughan House, 46 Francis Street, London, SW1P 1QN (although travel across the diocese is a regular and essential part of the role).
Management of	n/a
Contract type	Permanent
Hours	35 hours a week, with time off in lieu for evening and weekend working.
Salary	£38,000
Job Reference	820-426

Job purpose

To promote the Church's commitment to justice and peace, working in partnership with clergy, parishes, schools, and partner organisations to increase the range, visibility and impact of justice and peace activities across the Diocese of Westminster. The role balances concern for issues of domestic injustice with concern for issues of global injustice, and includes a specific commitment to the inviolable dignity of every human person from conception to natural death.

Principal duties and responsibilities

1. To support and advise the Auxiliary Bishop for the Diocese of Westminster with episcopal responsibility for justice and peace issues.
2. To provide a secretariat service to the Westminster Justice and Peace Commission, ensuring timely implementation of its decisions and, in particular, assisting the Chair with:
 - a. the exercise of the Commission's charism, and
 - b. the appointment of Commission members, ensuring that all positions are filled with appropriate representatives recruited from across the diocese.
3. To recruit and manage a diocese-wide network of Justice and Peace Contacts, whose role is to be a point of liaison between the Westminster Justice and Peace Commission and individual parishes and chaplaincies.
4. To promote and facilitate the formation of Justice and Peace groups and networks through working with deaneries, parishes, schools, chaplaincies and other appropriate forums.
5. To work in partnership with the Diocesan Environmental Lead (when appointed) to ensure effective implementation of the Laudato Si' Action Platform and the diocesan ambition to achieve carbon neutrality by 2030.

Dual management structure

This post is **line managed** by the Head of Community Development, who is responsible for the formal aspects of employment, including performance reviews, professional development, and adherence to diocesan policies and procedures. However, it is **task managed** by the Chair of the Westminster Justice and Peace Commission, who is responsible for assigning day-to-day activities and ensuring delivery against the duties and responsibilities listed above.

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

Justice and Peace Commission

The Westminster Diocesan Justice and Peace Commission exists to promote action and reflection on peace and social justice in the Diocese of Westminster, in the light of the Gospel and Catholic Social Teaching.

Justice and Peace issues may be local, national or international. Accordingly, the Westminster Diocesan Justice and Peace Commission will:

- Be a visible sign of justice and peace in the Diocese
- Facilitate parishes, schools, chaplaincies and individuals to form groups and networks for the reflection and action on peace and justice
- Identify and raise awareness of injustice and its root causes, including structural injustice, care of creation and issues compromising the right to life
- Promote justice and peace spirituality
- Dialogue and discern with the Archbishop and Bishops on Justice and Peace matters

The Justice and Peace Coordinator will provide support for the Justice and Peace Commission to exercise its charism, working closely with the Chair of the Commission appointed by the Cardinal and to whom the Coordinator is responsible for the setting of tasks, vision and strategy. Tasks could include:

1. Identifying themes of engagement and advocacy.
2. Awareness-raising and facilitating action.
3. Providing diocese wide information for Justice and Peace Contacts and activists, on events and campaigns which can provide opportunities to promote peace and justice themes, including care for creation, care for the poor, racial justice, issues of human dignity from conception to natural death, and international peace.
4. Promoting and facilitating the formation of Justice and Peace groups and networks through working with deaneries, parishes, schools, educational establishments, chaplaincies, local groups, religious and other appropriate forums.
5. Facilitating the development of groups on specific issues from time to time e.g. the current Holy Land Round Table.
6. Representing the Diocese of Westminster at events and groups on justice and peace issues as appropriate.
7. Liaising with the Diocesan Environmental Lead on the promotion of activities relating to the environmental and ecological challenges faced by the Diocese in the spirit of *Laudato Si'*.
8. Gather and edit contributions to the Diocesan Justice and Peace Newsletter.

Our Diocesan 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.

We believe that for us to succeed we aspire to be person centred and place human dignity at the centre. We strive to take a holistic approach to the development of the people so that we may better serve the functions of the 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 the parishes, agencies and schools we are committed to developing and maintaining the knowledge, the skills and the expertise at the highest level required to benefit those that we serve.

Reliability

Because the 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 the passion for the support we provide to the 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 the pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate the love through the dedication and devotion we extend to all the 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 and honesty.

Person specification

Skills/competence requirements	Essential/ Desirable
An understanding of and sympathy with the social and moral teachings of the Roman Catholic Church, including knowledge of Catholic social thought	E
Good project management skills; able to prioritise, and deliver on time and to a high quality	E

Good people management skills; able to form genuine relationships, navigate tensions between groups with strongly-held views, and deliver results through others	E
Good verbal and written communications skills	E
Proficiency with core Office 365 applications, including Word, Excel, PowerPoint and SharePoint	E
Experience	Essential/ Desirable
<p>Prior experience in at least one of the following fields:</p> <ul style="list-style-type: none"> • Catechetical/pastoral ministry • Community development • Social work • Volunteer management • Youth work 	E
Campaigning/advocacy on justice, peace and life issues	E
Use of Salesforce as a platform for project management and impact reporting	D
Experience of fundraising/income generation	D