

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

### Job purpose

Caritas Westminster is the social action agency of the Roman Catholic Diocese of Westminster, which covers the 18 boroughs of north London (west of the Lea Valley), the borough of Spelthorne in Surrey, and the county of Hertfordshire. Inspired by the social teachings of Popes Benedict and Francis, **our vision is a Church fully engaged in the ministry of charity**, attending to those at greatest risk of exclusion through poverty, disability, isolation and exploitation.

As our Youth Social Action Coordinator, your twin goals are to increase the number of young adults **between the ages of 18 and 34** engaged in social action and to increase the range, visibility and impact of their work.

### Principal duties and responsibilities

1. To work with parishes, Catholic societies and others across the diocese and nationally to co-create funded placement opportunities that engage young adults in practical social action on issues that matter most to them.
2. To coordinate the activities of Caritas Development Workers in each episcopal area of the diocese and volunteer Caritas Parish Representatives in parishes to support this approach for young adults.
3. To work with the diocesan Agency for Evangelisation, Youth Ministry and others to promote the 'ministry of charity' amongst young adults, alongside proclamation of the Word and celebration of the sacraments, as the three fundamental components of a fully rounded Catholic life.
4. To research current projects delivered by young adults in social action, identifying effective activities and offering support to help sustain volunteers addressing need in communities across the diocese.
5. To link with partners who lead and coordinate work with young adults, developing and sharing knowledge, methodologies and inspiration that build a strategy engaging young adults in social action.

6. To learn and promote good practices for projects, activities, events, programmes and other forms of engaging young adults, accessing and sharing resources among partners enabling the active living of Catholic Social Teaching.
7. To promote volunteering opportunities with the Caritas Volunteer Engagement and Training Coordinator that are provided by charities, parishes and other organisations for young adults living or working in the diocese.
8. To collaborate with other Caritas staff on projects and activities in their episcopal areas and engage with charities and other partner organisations as appropriate.
9. To update and report on social action using Salesforce, maintaining and tracking data on key projects, including engagement with individual contacts, groups and parishes.
10. To share news and information, and help create stories, activities and opportunities in conjunction with Caritas colleagues, to promote, encourage and recognise social action by young adults across the diocese and with partner organisations.
11. To cooperate with the Justice & Peace Coordinator, supporting promotion of the Church's commitment to justice and peace, and work in partnership to increase the range, visibility and impact of justice and peace activities by young adults.
12. To promote the work of other Caritas Westminster services including St Joseph's, Seeds Hub, Bakhita House, Safe in Faith and the Caritas Deaf Service.

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

## **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 honest.

**Person specification**

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
An understanding and sympathy of the social and moral teachings of the Roman Catholic Church, including knowledge of Catholic social thought and young adult Catholic societies	E
Excellent people management skills; able to form genuine relationships, collaborate and deliver results through others	E
Strong verbal and written communications skills	E
Good project management skills; able to prioritise, and deliver on time and to a high quality	E
Proficiency with core Office 365 applications, including Word, Excel, PowerPoint and SharePoint	E
<b>Experience</b>	<b>Essential/ Desirable</b>
First-hand experience in a mission-centred young adult community or movement	E
Use of Salesforce as a platform for project management and impact reporting	D
Fundraising/Income generation	D