



Diocese of Westminster

Job Profile	Parish Outreach Worker
Department / Parish / Agency	Kensal Rise
Reporting to	Parish Priest
Cost Centre	KENSR
Location / Address	Church of the Transfiguration, Chamberlayne Road, London NW10 3NS
Management of	n/a
Contract type	Permanent
Hours	8 hours per week (Working pattern to be agreed with Parish Priest)
Salary	£14.92 per hour
Job reference number	844-KENSR

Job Purpose:

This outreach worker post will be responsible to co-ordinate the life of the parish in three areas: Adult Formation, working with the Marginalised and working with Young People.

The person appointed will have the capability in education in its broadest sense, in working with the marginalised and in working with young people.

Principal duties and responsibilities:

- To help the parish respond to needs identified through the Synodal process.
- To examine, assess and organise a suitable programme for adult formation in the parish.
- To liaise closely with Caritas Westminster to assess local needs for the marginalised and strive to meet them.
- To liaise with the Diocesan Youth ministry to team to initiate and support work with young people.
- To assess the need for youth activity in the parish and the recruitment of volunteers to do it.

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 both written and verbal, 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	
Worked in education in its broadest sense and an administration position	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Worked with young people	D
Technical Skills	
Good computer skills - (be able to make spreadsheets, flyers, etc)	E
Knowledge of other messaging media – Facebook, Instagram, etc.	D
Awareness of Safeguarding policies and GDPR requirements	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
To work flexible hours - some evening and weekend work	e

