

Job Title:	Catholic Social Action Co-ordinator
Reporting to:	Director of Pastoral Development
Location	St Margaret Clitherow Centre, Liverpool Archdiocesan Offices

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To initiate, deliver, coordinate and evaluate the work of the Archdiocese relating to social justice and environmental issues, working with internal colleagues and external stakeholders.

Main Duties and Responsibilities

- To assist the development of archdiocesan policy on social justice, including environmental issues.
- To advise the Archbishop, and others, on areas of social policy including opportunities to influence local and national public debate and practical action.
- To initiate, promote and support the establishment of social action projects across the archdiocese.
- To develop capacity and volunteers at local level (parish and deanery) to engage in social action issues.
- To support a social action reference group.
- To develop appropriate resources for use by the local church.
- To work with the Communications Team to raise awareness of social justice issues.
- To develop contacts and work with local, regional, and national partner organisations.
- To support the inclusion of social action and environmental issues within local pastoral and mission plans.
- To prepare the archdiocese for emerging social policy issues.
- To have specific officer responsibility for the development of archdiocesan environmental policy and initiation and coordination of environmental initiatives.
- To initiate and support relevant campaigning on social justice issues by the local church and partners (within and out with the faith sector) as agreed with the Director of Pastoral Development.
- To measure and report on the impact of social action activities which are led by the archdiocese, or with which we participate.
- To represent the work of the archdiocese where appropriate.
- To work collaboratively with officers from other departments.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To contribute to the Departmental life as an active team member, reflecting the Departmental priorities in all the Department’s activities, and aiding synergy through effective teamworking both within and beyond the Department.

4. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue this role, having been assessed by the Archdiocesan Safeguarding Department, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature, and must be undertaken outside of your contractual working hours as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee:	Date:
Print Name:	

Signed by Line Manager:	Date:
Print Name:	

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or equivalent 	
Experience	<ul style="list-style-type: none"> Work/volunteer experience in a relevant field 	
Skills and Knowledge	<ul style="list-style-type: none"> Proficient IT skills including Microsoft Word, PowerPoint, Excel and Outlook Ability to work on own initiative, while working collaboratively as part of a small team Ability to plan and manage time effectively, and prioritise a range of varied tasks Excellent communication skills – written and verbal Proven team participation and people skills Ability to research independently Accuracy and attention to detail Experience of social issues 	<ul style="list-style-type: none"> Experience working on digital communications, such as podcasts and social media Sound understanding of Catholic Social Teaching and of the Laudato Si' Encyclical Proficient in Microsoft Teams and SharePoint
Personal Attributes	<ul style="list-style-type: none"> In sympathy with the teaching and ethos of the Roman Catholic Church, and its mission A passion for social justice and sustainability Willingness to learn and to take on new challenges & responsibilities Discretion and confidentiality Reliable in delivering work 	<ul style="list-style-type: none"> Personal commitment to responding to the marginalised in society, and to environmental sustainability A member in good standing of a church in association with the Churches Together in Britain and Ireland
	<ul style="list-style-type: none"> This role requires flexibility, and while the standard working hours are Monday to Friday, you will be required to work evenings and weekends on occasion to support events and meet organisational need. You will be given advance notification of these events and your working week adjusted to accommodate the change. 	

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| | <ul style="list-style-type: none">• This role requires the ability to independently travel to different sites across the archdiocese for work purposes. |
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