

Parish Development Coordinator (with responsibility for Synod)

Appointment Type: Full-time, permanent **Working hours:** 35hrs per week, some evening and weekend work will be required **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary, pension, and benefits:** £26,000-£28,000 per annum (dependent on skills & experience), 25 holidays plus bank holidays and 5 Diocesan closure days, employers pension scheme.

About: It is a hugely important and challenging time for our communities as they look to the future of parish and diocesan life as we adjust to life following the pandemic. It is important we reach out listen and support our parish communities on this journey and that their voices are heard by the diocese. The Diocese of Salford are looking to recruit a suitably qualified individual to play a key role in coordinating the Diocese's Synodal Journey. To achieve this, the post holder will be required to assist the Bishop, clergy and lay-people of the Diocese to discern carefully together what the Spirit is saying to the Church across the Diocese and agree on common goals and actions for the coming years.

What we are looking for: The post holder will possess a high level of communications skills both written and verbal, with an ability to motivate and mentor, clergy people and volunteers in the Diocesan community. They will be a skilled facilitator, comfortable interacting with a wide range of people and possess the ability to listen and enable others. The successful candidate will be able to effectively collate and document the feedback and input of the Synod members and have a proven ability to manage and deliver projects. They will be able to demonstrate excellent organisational and prioritisation skills, ensuring that key points in the Synodal journey are achieved.

What you will need:

- Educated to degree level and/or significant demonstrable experience of working in a church setting.
- Practical experience of encouraging and mentoring others (including volunteers).
- A vision of Church that is inspired by Vatican II theology.
- A creative and resourceful approach to work.
- Enthusiastic about mission and evangelisation.
- IT literacy with a good working knowledge of Microsoft Office, social media and other innovative communication methods.
- The ability to work proactively and use your own initiative.

It is a genuine occupational requirement under the Equality Act 2010 that the post-holder is a Practising Catholic.

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <https://www.csas.uk.net/procedures-manual/>

Closing date for applications: 12 noon on Friday 14th January 2022

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role, please contact the HR department: Telephone: 0161-817-2203 ♦
Email: HR@dioceseofsalford.org.uk