

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Parish Catechist for the Sacramental Programme</b>		
<b>Parish:</b>			
<b>Volunteer Reports to (job title):</b>	Parish Priest		
<b>Responsible for:</b>	Preparing children and their parents/carers on the Sacramental Programme for the Sacrament of Reconciliation and First Holy Communion.		
<b>Key Relationships:</b>	Parish Priest Parish Holy Communion Catechists Headteachers/Re Co ordinators Parents/Carers Children		
<b>Location:</b>		<b>Travel Required:</b>	N/A
<b>Position Type:</b>	VOLUNTEER		
<b>Overview and Job Purpose:</b>			
To work alongside a team of parish catechists, Parish Priests to instruct the children and their parents/carers engaged in the Sacramental Programme.			
<b>Job Description:</b>			
<p>The Parish Catechist for First Holy Communion will need to:</p> <ol style="list-style-type: none"> <li>1. Work alongside a team of parish catechists, under the supervision of the Parish Priest to instruct the children and their parents/carers enrolled in the Sacramental Programme.</li> <li>2. Assist in a number of preparation sessions each year.</li> <li>3. Use the materials recommended by the Diocese for the purpose of instruction.</li> <li>4. Attend training sessions to undertake the role.</li> <li>5. Be familiar and comply with the Diocesan Safeguarding policy.</li> <li>6. Undertake training for online communication and video conferencing (<a href="https://www.educare.co.uk/">https://www.educare.co.uk/</a>)</li> </ol>			
<b>PERSON SPECIFICATION</b>			
	<i>Essential</i>		<i>Desirable</i>
<b>Previous Volunteering Experience</b>			<ul style="list-style-type: none"> <li>• Experience of working with children and their families.</li> </ul>
<b>Knowledge and skills and abilities:</b>	<ul style="list-style-type: none"> <li>• Good Communication Skills</li> <li>• Good Listening Skills</li> <li>• Work well as part of a team.</li> </ul>		<ul style="list-style-type: none"> <li>• Understand the need for confidentiality and discretion.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Personal qualities and attributes:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Practicing Catholic</li> <li>• The volunteer should have a passion for working with children and developing their faith.</li> <li>• Strong interpersonal skills with the ability to liaise with people at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn new skills.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Other requirements</b></li> </ul>	<ul style="list-style-type: none"> <li>• An understanding and sensitivity to the values, principles and ethos of the Diocese of Salford and members of the Church in all aspects of their work.</li> </ul>	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the volunteer. It may be amended from time to time, after consultation with the volunteer and the supervisor. Any changes will be agreed in conjunction with the Parish.

**References and Reports**

- Two references will be required.
- This post is subject to the Safer Recruitment Process, and all applicants are required to provide verification of their ID and subject to an enhanced DBS check.

**Health and Safety:** All Volunteers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their period as a volunteer the post holder may gain knowledge of confidential information which may include personal or business related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan volunteers are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the volunteer may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

The Dioceses will ensure that appropriate training and information is provided to each volunteer so that the volunteer is made fully aware of the Safeguarding processes.

**Probationary period:** There is no probationary period as such, however there will be a review after each updated DBS check or as necessary.

All Diocesan volunteers are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Volunteers are also expected to support the creation of a warm, pleasant and hospitable working environment.

**PLEASE PRINT, SIGN, AND RETURN TO YOUR PARISH PRIEST AND PARISH SAFEGUARDING REPRESENTATIVE**

Compiled By:	The Department for Formation
Reviewed By:	Fr Paul Daly – Episcopal Vicar for Formation

I accept and agree with the details contained in this job description.

Signed by Volunteer:		Date:	
Signed by Parish Priest		Date:	