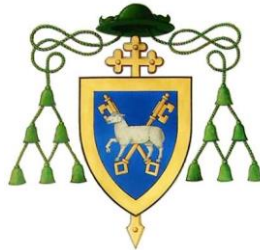


Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching, and mission of the Catholic Church.

This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



LIVING CHURCH OFFICE

ROLE PROFILE:	ASSISTANT DIRECTOR of the LIVING CHURCH
Reporting to:	DIRECTOR of the LIVING CHURCH
Responsible for:	<ul style="list-style-type: none"> ❖ Supporting the Director of the Living Church Office and working as part of a team to implement Diocesan Initiatives in youth ministry, peace and reconciliation, evangelisation, and faith development.
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none"> - To work alongside the Director of the Living Church Office, in providing training and resources in evangelisation, faith development, Catholic social teaching and, peace and reconciliation initiatives across the Diocese of Down and Connor. With a particular focus on young people in line with the Safeguarding Standards of the Catholic Church in Ireland; - To work alongside and mentor the staff team within the Living Church Office and parish volunteers, in providing retreat and pilgrimage experiences for young people and young adults; - To work alongside the staff of the Living Church Office in the delivery of training and development initiatives within the Diocese of Down and Connor; - To provide direct support to the Director of the Living Church Office, in the planning and delivery of Diocesan Events and the implementation of initiatives arising from the '<i>Pathways to the Future</i>' initiative; - To network with Clergy, Parish staff and laity in relation to initiatives identified by the Universal Church e.g., Season of Creation, Synod of Bishops '<i>For a synodal Church</i>', World Youth Day, Jubilee Year 2025; - To liaise, as required, with any Diocesan initiatives, Youth Link, Belfast Jesuit Centre, other Dioceses, Churches, organisations, and statutory bodies, to enhance relationships and build networks that will further the work of the Living Church Office; - To proactively seek out funding opportunities that can be applied for by the Diocesan Trust or local parishes in relation to youth work/ministry and peace and reconciliation; - To adhere to the policies and procedures of the Diocese of Down and Connor and all relevant statutory requirements; - Maintain confidentiality on all matters relating to the role and the Diocese of Down & Connor at all times. 	
JOB DESCRIPTION REVISION:	
<p>This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the unit. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Living Church Office.</p>	

**PASTORAL RENEWAL and FAITH DEVELOPMENT WORKER
3 YEAR FIXED TERM CONTRACT**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
ACADEMIC/ VOCATIONAL QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Hold a degree level qualification in a relevant discipline as follows: <ol style="list-style-type: none"> a) Youth Work; <i>or</i> b) Theology or Pastoral Studies; <i>or</i> c) Education. 	<ol style="list-style-type: none"> 1. Hold a post-graduate (Level 7) qualification in a relevant discipline as follows: <ol style="list-style-type: none"> a) Youth Work; <i>or</i> b) Theology or Pastoral Studies; <i>or</i> c) Education.
KNOWLEDGE, EXPERIENCE & ABILITIES:	<ol style="list-style-type: none"> 2. 5 years previous experience within a Church, School or voluntary setting leading groups in prayer and faith development programmes. 3. 2 years paid employment within a Church Setting e.g., Diocese, Parish, Retreat Centre. 4. Experience of delivering a wide range of children, youth, and adult faith development programmes. 5. Active involvement in the spiritual and sacramental life of the Catholic Church at School, Parish and/or Diocesan level. 6. A clear commitment to the work and mission of the Diocese of Down and Connor. 7. Knowledge and experience of using a range of IT programmes to a high standard. 8. A full driving licence and car /OR access to a form of transport which would enable you to fulfil the requirements of the post. 	<ol style="list-style-type: none"> 2. Experience of delivering a range of training initiatives to parish-based volunteers. 3. Experience of organising youth residentials, pilgrimages and youth events. 4. Experience of successful completion of fundraising campaigns or funding applications and report writing for funders. 5. Management of volunteers or staff.

SKILLS:	<ul style="list-style-type: none"> - Excellent inter-personal skills; - Excellent communicator (oral and written); - Excellent time management; - Problem solving; - Maintain a flexible approach to delivery in line with the needs of the Office; - Demonstrate initiative. 	
QUALITIES:	<ul style="list-style-type: none"> - Self-motivated – able to work with minimal direction; - Ability to work steadily towards goals regardless of distractions; - Adaptable, innovative, forward looking; - Enthusiastic, with energy and drive; - Personable; - Trustworthy, reliable, and resourceful. 	
LOCATION:	LIVING CHURCH OFFICE, 120 CLIFTONVILLE ROAD, BELFAST BT14 6LA	
HOURS of WORK:	35 HOURS PER WEEK. Flexible working arrangements with an option for hybrid working as meets the needs of the role.	
SALARY:	Will be considered within the range of £34,000 - £39,000 gross per annum - commensurate upon experience. This post has been funded for 3 years and will be reviewed with a view to Permanent Contract subject to funding.	
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part time employees]	
SPECIAL REQUIREMENTS:	A full driving licence and car /OR access to a form of transport which would enable you to fulfil the requirements of the post. Ability to work flexible hours, as the role will include residential work, evenings and weekends which will be essential to the delivery of the work.	
NB. Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.		