



THE NORTHAMPTON ROMAN CATHOLIC DIOCESE TRUSTEE

Role Profile

Job Title:	Strategic Lead for Caritas Social Action
Responsible to:	Director of Mission Northampton
Location:	St. Thomas Centre
Working Hours:	24 hours per week
Salary:	£24,000.00 per annum

MAIN DUTIES

Management Responsibilities

1. Working as part of Mission Northampton, within the diocesan Prophet Vicariate, to enable the Northampton diocese to live out it's missionary vocation.
2. Developing and managing strategic direction and the day-to-day operations of Caritas Northampton in accordance with the diocesan vision.
3. Chair all Caritas meetings, ensuring all agenda items are managed and met.
4. Developing and managing the training of volunteers and any current/future employees.
5. Financial management, including planning and keeping to budgets (with the support of the finance office).
6. Compilation of all Caritas reports for review by Mission Northampton and the Diocesan trustees.
7. Building and managing internal and external communications and relationships.
8. Build and maintain relationships with other groups, individuals and agencies that support the vision and mission of Caritas, including acting as Diocesan representative with CSAN.
9. Make positive contributions to regional and national projects where appropriate.
10. Ensure all diocesan policies are adhered to.
11. Evaluate the effectiveness of work undertaken, reporting on progress to the Director of Mission Northampton and the Mission Northampton team.

Diocesan Work

12. Developing the diocesan vision for Caritas within Mission Northampton.
13. Developing and supporting a network of volunteers to support the work of Caritas in parishes and across the diocese.
14. Organising and developing relevant Caritas Social Action activity across the diocese.
15. Ensuring effective communication of Caritas initiatives and effectiveness.
16. Continue to develop and grow existing and new social action initiatives within the Diocese, for example, Love Christmas campaign, Schools Social action program aligned with the Oscar Romero award, Caritas Furniture bank, Parish Pastoral Area Social Action development, Support for individuals as needs arise, Advocacy of Social Justice issues, support for chaplaincy
17. Hold managerial responsibility for all diocesan wide Caritas projects and activities, ensuring deadlines are met. Provide support, where appropriate to local parish and school social action activity and development, for example, Luton social action hub.

General

18. Manage reporting employee's holiday and sickness absences through the HR Breathe system
19. Conduct yearly appraisals, managing outcomes and SMART objectives
20. Hold managerial responsibility for recruitment and on boarding of all new employees and volunteers.
21. Undertake any other ad-hoc and reporting duties relevant to your role.

SPECIFIC SKILLS

1. A comprehensive understanding and belief in Catholic Social Teaching.
2. A passionate belief in the innate dignity of all people
3. Experience of managing a team.
4. Outstanding organisation skills.
5. Effective problem-solving skills.
6. Able to work collaboratively and creatively with a variety of people.
7. Excellent communication skills, written, verbal and electronic.
8. Good IT and reporting skills.
9. Experience of project leadership and management.
10. Experience of event organisation and programme development.
11. Full driving licence and own vehicle.

PERSONAL QUALITIES

1. A practicing Catholic in good standing with the Church and happily living their faith.
2. A heart for social action.
3. A good sense of humour, flexible and adaptable.
4. Self-motivated, able to take initiative, and has a generous 'can do' attitude.
5. Creative and forward thinking.