



## DIOCESE OF BRENTWOOD

<b>Job Title</b>	Family Co-ordinator
<b>Parish/Department</b>	The Most Holy Redeemer
<b>Location</b>	Billericay
<b>Reports To</b>	Parish Priest
<b>Accountable To</b>	Parish Priest
<b>Hours of Work</b>	15 hours a week (Sunday plus two days to be agreed)
<b>Contract Type</b>	3 Year Fixed Term Contract

<b>Overall Job Purpose</b>
<p>The Most Holy Redeemer Catholic Church in Billericay is a church where all are welcomed and encouraged to develop a personal relationship with Jesus Christ. Children and families are important to us. Our vision is to offer to those who worship with us, and to all the children and families in the parish, opportunities to discover the love of God and that of his Son Jesus Christ.</p> <p>In order to bring this vision to life we want to appoint a Family Co-ordinator to develop and lead on mission &amp; ministry initiatives that engage with children and families both within the parish and the community of faith at the Most Holy Redeemer, Billericay.</p>
<b>Main Responsibilities</b>
<ul style="list-style-type: none"><li>• Extend and consolidate the present children and families work and be responsible for developing new projects within the parish.</li><li>• Support the work that is happening at St Peter's Catholic Primary school (our parish school).</li><li>• Support the parish Sacramental programmes which involve working with children and families (Baptism, First Holy Communion, Confirmation).</li><li>• This will involve meeting with catechists and visiting families both before, during and after the sacramental programmes have finished.</li><li>• Support the Toddler's and Children's Liturgy at the 9am and 11am Sunday Masses.</li><li>• Have a presence out and about in the parish, especially through school's work, being known and trusted by families in the area, providing a bridge between them and St. Peter's School.</li><li>• Support and work with the Parish Priest on matters relating to children and families, especially their mission and ministry within the parish and community.</li><li>• Nurture and develop a team of volunteer leaders and helpers.</li><li>• Meet with children and family workers in other local churches, to see what else is happening, where the gaps might be and how we might address them together as the wider church in this town.</li><li>• Candidates will have a passion for outreach to families and children helping them to have a personal relationship with Jesus Christ.</li></ul>
<p><b>In all aspects of work, you must respect the need for confidentiality.</b></p>
<p><b>Notes:</b></p>

- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
- The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
- You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
- If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
- Smoking is not permitted while on duty or in uniform (where this is worn).
- Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

**Post-holder in receipt and agreement of job description:**

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

**PERSON SPECIFICATION – Family Co-ordinator**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
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EDUCATION AND QUALIFICATIONS		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
Be computer literate and have experience of online communications.	✓	

SKILLS, KNOWLEDGE AND EXPERIENCE		
Be able to organise and lead events for children & families	✓	
Have relevant knowledge and experience (paid or unpaid) of children’s ministry and outreach work with families	✓	
Be able to organise and lead events for children & families	✓	
Be able to engage with and relate to a wide range of families and individuals, and to work collaboratively with both lay and ordained people	✓	
Possess listening skills	✓	
Understand the importance of safeguarding and safe practice principles in children’s work	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.		✓
Possess a full UK drivers licence with access to own transport.	✓	
The appointment is subject to a satisfactory Enhanced DBS disclosure.	✓	
Be flexible with working hours which will include some evenings and weekends	✓	
Be able to communicate the message of the Gospel in an inspiring and accessible way	✓	
Be willing to become a worshipping member at the Most Holy Redeemer.		✓
Be able to develop opportunities.	✓	

<b>Date of completion of Job Description (month and year)</b>	<b>March 2022</b>
<b>Name and Role of Job Description Content Creator</b>	

For more information please contact the Parish Priest via email [billericay@dioceseofbrentwood.org](mailto:billericay@dioceseofbrentwood.org)