



Catholic Education Service

Since 1847

National Project Co-Ordinator

The Bishops' national Leadership and Governance strategy is one of the major projects that the Catholic Education Service has been commissioned to undertake by the Catholic Bishops' Conference of England and Wales. This role is an opportunity to build on the strong foundations of the national programme and what is already being delivered across England and Wales and to develop this further alongside the key partners: the four Catholic Universities, Catholic Trusts and the dioceses, to enhance formation and embrace the national strategy.

The Catholic Education Service is therefore looking to appoint a National Project Co-Ordinator (0.6 FTE) to work with key partners towards developing a One-Church strategy for Catholic Education and adult faith formation in schools. This person will act as a catalyst to help *form, nourish and sustain* leaders of Catholic education which will involve collaboration both nationally and across the four regions. The post is open to individuals either as an employment opportunity or as part of a secondment.

Purpose

- To support a One-Church strategy for Catholic Education and adult faith formation in schools
- To support ongoing formation for CEOs, trust board directors and governors
- To support aspiring head teachers and those in leadership roles
- To support ITT recruitment and recruitment of RE teachers
- To support and develop relationships with key external partners

Location: flexible

Salary: £45,000 (pro rata)

Hours: 0.6 FTE flexible working

Contract type: Fixed Term (1 year, renewable for further year, grant funded)

This role will involve some travel throughout England and Wales as well as attendance at meetings held in London. Normal work-related expenses will be paid.

How to apply

Applicants must confirm their right to work in the UK and forward a full CV and covering letter illustrating their skills and motivation for this role to: HR@cbcew.org.uk

Closing date for applications is Thursday, 6 March 2025

Interviews will take place on Friday, 14 March 2025

For further information please contact Catherine Bryan: cbryan@catholiceducation.org.uk



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National Project Co Ordinator Job Description

Responsibilities:

1. To work collaboratively to support and develop the national strategy for leadership and governance in partnership with dioceses, Catholic universities and Catholic Trusts across England and Wales.
2. To develop partnership working between dioceses, Catholic Universities and Catholic Trusts to deliver effective development and formation opportunities.
3. To ensure that all development and formation opportunities support the ethos of Catholic education and contribute towards sustaining the distinctive nature of Catholic Education in England and Wales.
4. To articulate and demonstrate the distinctive nature of leadership in a Catholic school setting as the underpinning of a school's Catholic ethos.
5. To provide and sustain effective engagement networks to enable leaders to come together and develop cohesive outcome led strategies to deliver the mission of Catholic Education in England and Wales
6. To establish effective systems and working practices including timely circulation of agendas, minutes and other related papers to formalise and monitor progress of initiatives and projects.
7. To ensure an effective network of regional Steering Groups are established and functioning under the leadership of a National Steering Group.
8. To ensure an effective communications internal and external strategy is in place and achieving its purpose.
9. To attend and contribute to national and regional meetings as required.
10. Other duties as required and directed by the Assistant Director (Education), Catholic Education Service



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Person Specification

Essential:

Competency	Criteria	Assessment
A relevant undergraduate degree or equivalent.		<ul style="list-style-type: none"> CV
Demonstrates significant leadership experience in an education setting	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Demonstrates a deep understanding of the distinctive nature of Catholic education.	<ul style="list-style-type: none"> Provides indication of understanding of working in a Catholic Church setting 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a good understanding of the ecclesial nature of the Church and an ability to navigate its structures	<ul style="list-style-type: none"> Provides examples to illustrate understanding of church structures 	<ul style="list-style-type: none"> Covering letter Interview
Demonstrates experience of working with nationally distributed decision-making frameworks	<ul style="list-style-type: none"> Provides examples of how collaborative working can be achieved in a complex environment 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates commitment to and understanding of the importance of faith formation in Catholic school leadership	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
A practical understanding of effective leadership development	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Ability to assimilate and summarise complex information	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Excellent interpersonal and verbal skills	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working flexibly and collaboratively with colleagues and external stakeholders to deliver high quality outcomes	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Summarises and communicates information effectively to colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview