

**The Diocese of Arundel and Brighton
Pastoral Team**

Serving the communities of our Diocese



**Social Action Adviser
(Part-time)**

PERSON SPECIFICATION

The Social Action Adviser needs to:

Specific to the post

- demonstrate a good knowledge of issues relating to social action. Experience of working in this field would be highly desirable.
- demonstrate the capability/experience to inspire, encourage, support and advise those wishing to get involved, or who are already involved, in social action initiatives.
- demonstrate excellent communication skills that are adaptable for a wide variety of people and settings.
- demonstrate the ability and willingness to work as part of a team while also being able to work independently.
- demonstrate the ability to prioritise and plan strategically.
- demonstrate an informed understanding of and willingness to support the teaching of the Catholic Church and the life of the Catholic community,
- be confident in working with aspects of Catholic faith and practice e.g. prayer, worship and faith formation.

General

- be available for flexible working hours, including evening and week-end work.
- have up to date IT skills, preferably with some knowledge of updating websites.
- have access to reliable and flexible means of transport in order to attend meetings and appointments across the Diocese, some in the evening and at weekends.
- be willing to participate in Diocesan safeguarding procedures for the protection of children, young adults and vulnerable people, part of which will include a DBS check.