

**Job Title: Marriage and Family Life Project Officer**

Responsible to: MFL adviser

Location: office based St Philip Howard Centre Crawley (home working to be agreed)

Working Hours: 17.5 hours per week

### **ROLE SUMMARY**

This person will be responsible for working alongside the MFL adviser in a supportive role.

Their responsibilities may include;

- Attending Commission meetings
- Preparing reports on areas of responsibility where required
- Working with the rest of the Commission in reviewing and developing the overall strategy,
- Supporting and enriching specific groups as directed ,which may include, for example: Family groups, grandparents groups,
- Supporting the MFL adviser for Annual events where needed, both in preparation and in participation,
- Developing the effectiveness of the ministry; for example by improving communications and record keeping
- Reviewing activities and maintaining clear lines of communication with the MFL adviser on a regular basis.

### **KEY RELATIONSHIPS**

Reporting to MFL adviser

Episcopal Vicar for Formation and Formation Team - ensure that all projects in line with Formation strategy

Participation in actions of the Diocesan Formation Team

Membership of Familias, national MFL body

### **MAIN DUTIES**

- Supporting the MFL adviser in responding to the avenues of work arising from the Pastoral Plan.
- Working on specific areas as directed by the MFL adviser.
- Continue to deliver support for existing Family groups by

1. working closely with parishioners and clergy.

2 Creating annual days of support for leaders of the different groups to motivate, nourish and support them.

3. Develop a comprehensive strategy to improve provision in the Diocese over the next 5 years.

4. Comprehensively evaluate progress of the project to produce measurable outcomes.

5. Be a conduit to capture information and opportunities for further development of family Groups in the diocese.

## **SPECIFIC EXPERIENCE/SKILLS**

Individuals will be required to demonstrate that they have the necessary knowledge, skills and attributes to undertake this role with competence and confidence.

### **ESSENTIAL KNOWLEDGE/EXPERIENCE**

1. Educated to "A" Level.
2. Previous experience of project management and planning, budgeting and evaluating projects.

### **DESIRABLE KNOWLEDGE/EXPERIENCE**

1. Formal education in pastoral ministry/marriage/catechesis/project management.
2. Pastoral experience, particularly in delivering projects at a deanery/diocesan level within the Catholic Church.
3. Knowledge of the Diocese.

### **ESSENTIAL SKILLS**

1. Work as part of a team and on own initiative.
2. Good organisational skills.
3. Good oral and written communication skills.
4. Possess a Full UK Driving Licence and own car.
5. Proficiency in appropriate ICT skills, including Microsoft Word, Excel, Internet Explorer, Outlook and PowerPoint.
6. Effective in using databases.
7. Ability to develop social media as a form of communication.

### **PERSONAL QUALITIES**

1. A positive interest and enthusiasm for the development of ministry in the area of Catholic Marriage and Family Life.
2. An active, practising Catholic with a commitment to the teaching of the Catholic Church.
3. Excellent interpersonal skills. A confident communicator.
4. Willingness to learn.
5. Able to observe and make good judgements.
6. Able to relate to and communicate with a wide variety of people at a consistently high level, applying empathy and understanding.
7. Flexible and adaptable. Willing to be flexible with working hours.
8. Self-motivated, able to take initiative, and has a generous 'can do' attitude.
9. Creative and forward thinking.
10. Able to take direction.