



Job Description

Created: November 2023

Job Title:	Pastoral Development Worker
Reporting to:	Director of Pastoral Development
Location	Can be home-based – but will involve significant amounts of driving across the diocese.

Job Summary

The Department for Pastoral Development aims to implement the fruit of the Diocesan Assembly, embedding synodality in the life of our diocese. The principal focus of this role is to help the local Church (pastoral areas and parishes) identify mission and community needs and to work with local groups to discern and implement their local vision. It will also include enhancing local capacity by identifying people with talents and empowering them with appropriate formation, support and sharing of resources.

Main Duties and Responsibilities

1. Diocesan Governance

To develop and support synodal structures across the Diocese, including:

- Leading an accompaniment programme for parishes with new pastoral councils or looking to refresh existing groups.
- Supporting the development of a new diocesan pastoral council
- Supporting existing decision-making bodies to become more synodal and transparent
- Supporting an annual/bi-annual cycle of Assemblies to feed into wider planning.

2. Pastoral Planning

- To promote a holistic understanding of mission and synodality across the diocese.
- To help produce parish profiles to promote good decision-making.
- To accompany parishes and pastoral areas in synodal processes of listening and discernment to develop their own local mission and plans including appropriate responses for emergency or short-term planning.
- To develop resources to support parish development.
- Research and evaluate projects (internal and external) to develop learning on successful mission and pastoral strategies.

3. Formation and Training

- To develop a group of experienced facilitators and leaders of spiritual conversation that can be drawn on across the diocese (ministry of listening)
- To support our pastoral formation course Called & Equipped, and to respond to arising needs by developing new formation opportunities
- To support clergy CPD where requested

4. Parish Life

- Support creation of 'parish action pack' – resources for a variety of different projects and actions that parishes can take across mission, social action, youth, liturgy and formation.
- To offer support to existing groups, especially the growing ethnic groups such as the Guild of St Teresa and Couples for Christ.
- Offering volunteering and radical hospitality workshops to parishes to build community and capacity, and developing new workshops as needs arise.



General

1. Where necessary, attend, support, and contribute to in-house and external training programmes to aid continuous individual and group development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Diocese of Northampton, including preserving confidentiality where necessary.
3. To contribute to the Departmental life as an active team member, reflecting the Departmental priorities in all the Department's activities
4. To undertake such other duties as may reasonably be required that are commensurate with the post holder's level of responsibility and experience.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.



Person Specification

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Qualifications	Essential
	<ul style="list-style-type: none"> Degree (or equivalent education/ experience)
	Desirable
	<ul style="list-style-type: none"> Theological Qualification Community Development Qualification
Experience	Essential
	<ul style="list-style-type: none"> Experience in some areas of Church ministry, mission, or formation Project delivery Facilitation/consulting experience Experience in change management process
	Desirable
	<ul style="list-style-type: none"> Project management People management Community organizing/community action groups
Skills and Knowledge	Essential
	<ul style="list-style-type: none"> A sound working knowledge of Scripture and the Catholic faith Understanding of current Church developments Highly developed organization, planning and administrative skills Ability to manage change Excellent communication and presentation skills Good analytical and research skills Good IT skills - familiar with office and social media
	Desirable
	<ul style="list-style-type: none"> Theological knowledge CCRS or similar
Personal Attributes	Essential
	<ul style="list-style-type: none"> Practising Catholic A networker passionate about the role and potential of the local church A team player with a capacity to relate to people of all ages, abilities and cultures, clergy or lay colleagues or strangers Discrete, with an ability to maintain confidential information Able to work both collaboratively and independently Able to work with those with different understandings and opposing views Committed to ongoing personal formation Willing to work flexibly and outside of normal working hours as required Able to travel across the diocese Good sense of humour