

<b>Job Title:</b>	Training Co-ordinator
<b>Reporting to:</b>	Director of Pastoral Development
<b>Responsible for:</b>	No direct reports
<b>Location</b>	St Margaret Clitherow Centre, Liverpool Archdiocesan Offices

### Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

### Job Summary

Department for Pastoral Development aims to contribute to the implementation of the new archdiocesan Pastoral Plan, which is the fruit of Synod 2020. The post holder will work collaboratively with both clergy and lay people. He or she will liaise with individuals and groups within parishes, families of parishes, deaneries, educational institutions, chaplaincies and similar bodies or networks, and with the colleagues in the Department and beyond. The principal focus of this role is to design, deliver, procure, and oversee high-quality training and development programmes to meet the specific needs of the Pastoral Development Department in its support for the local church (parishes and deaneries), and wider Archdiocesan requirements in line with the new Pastoral Plan.

### Main Duties and Responsibilities

- To conduct, in liaison with officers of the Pastoral Development Department, a comprehensive assessment of training, formation and pastoral development needs arising from the mission and pastoral planning processes
- To design, deliver and oversee implementation of training and formation strategies, platforms, and programmes to meet those needs
- To provide training support for the local church in transition
- To provide training in the establishment of relevant church structures (Pastoral Councils, etc.)
- To evaluate the effectiveness of training (including trainee feedback) and modify as appropriate
- To coordinate, facilitate and produce training and formation content in partnership with subject matter experts
- To research key areas in parish pastoral, catechetical and mission development training, identifying, implementing, and sharing best practice
- To identify and advise on the procurement and development of digital training platforms
- To form partnerships with relevant key organisations and individuals - developing a network of skilled trainers, formators and training organisers who can support the Archdiocesan training initiatives and programmes
- To coordinate and support accredited ministry formation programmes

- To procure high quality resources to support catechetical and pastoral development training, and adult faith formation
- To support Episcopal Vicars and other senior clergy to identify training needs within their areas of responsibility and design training and formation solutions
- To work collaboratively with officers from other departments to ensure a comprehensive and integrated training and formation programmes
- To work with Department and Curia colleagues in supporting Diocesan events and celebrations
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## **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To contribute to the Departmental life as an active team member, reflecting the Departmental priorities in all the Department's activities, and aiding synergy through effective teamworking both within and beyond the Department.
4. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

## **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

## **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

## **Safeguarding**

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue this role, having been assessed by the Archdiocesan Safeguarding Department, has been deemed not to require a Disclosure and Barring Service check.

## **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

## **Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

**Voluntary Duties:**

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature, and must be undertaken outside of your contractual working hours as they do not form part of your employment with the Archdiocese.

**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.

Signed by Employee: .....	Date: .....
Print Name: .....	

Signed by Line Manager: .....	Date: .....
Print Name: .....	

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Training Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral Ministry Qualification</li> <li>• Theological</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in designing/delivering training programmes</li> <li>• Experience of modern learning and training platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in assessing learning and development needs</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Highly developed organization, planning and administrative skills</li> <li>• Proven training / facilitation skills</li> <li>• Excellent communication and presentation skills</li> <li>• Awareness of sacramental preparation</li> <li>• Good research skills</li> <li>• Good IT skills - familiar with MS Office</li> </ul>	<ul style="list-style-type: none"> <li>• Theological knowledge</li> <li>• A sound working knowledge of the Catholic faith</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Passionate about the role and potential of the local church</li> <li>• A team player who can work well with colleagues in the Diocesan Office, parish priests and local church leaders</li> <li>• Ability to maintain confidential information</li> <li>• Willingness to work flexibly and outside of normal working hours as required</li> <li>• Able to work both collaboratively and independently</li> <li>• Able to travel across the Archdiocese</li> </ul>	<ul style="list-style-type: none"> <li>• A practicing Catholic</li> </ul>

