



**THE NORTHAMPTON
ROMAN CATHOLIC DIOCESE TRUST**

Job Profile

Job Title:	Marriage and Family Life Project Worker
Responsible to:	Joanna Hale on behalf of the Marriage and Family Working Group
Location:	Home or office based (to be agreed)
Working Hours:	15 hours per week
Salary:	£11,700.00 per annum

ROLE SUMMARY

Responsible for delivering the project to develop marriage preparation in the diocese.

Using the Guidelines for the Preparation of Couples for Marriage (CBCEW 2016), develop marriage preparation programmes in at least two pastoral areas to meet the needs and requirements of the parishes.

MAIN DUTIES

1. Using the Guidelines, review marriage preparation programmes in the participating areas.
2. Work closely with parishioners, clergy and the Marriage and Family Life (MFL) Working Group.
3. Develop a comprehensive strategy to improve provision in the Pastoral Area (PA).
4. Comprehensively evaluate progress of the project to produce measurable outcomes.
5. Build capacity and sustainability of the project by recruiting, nourishing and supporting volunteers.
6. Be a conduit to capture information and opportunities for further development of MFL 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 GCSE 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.

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.