

<b>Job Title:</b>	<b>Synod Co-ordinator</b>		
<b>Department:</b>	Formation		
<b>Reports to (job title):</b>	Synod Moderators		
<b>Accountable to:</b>	Episcopal Vicar for Formation		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	The Bishop Parish clergy and lay-representatives The Synod team and Working Party The Diocesan Professional Support Services Hope in the Future Coordinator		
<b>Location:</b>	Cathedral Centre 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	Regular travel around the Diocese will be required. Business mileage will be payable.
<b>Level/Salary Range:</b>	£26,000 - £28,000	<b>Position Type:</b>	Full time 3-year fixed term contract.
<b>Hours of Work:</b>	35 hours per week, with some evening and weekend work required	<b>Holidays</b>	25 days holiday per year plus statutory bank holidays and 5 closure days (Maundy Thursday & 4 over the Christmas/New year period).
<b>Overview and Job Purpose:</b>			
<p>Responsible for Coordinating the Diocese's Synodal Journey. To achieve this, the post holder will be required to assist the Bishop, clergy and lay-people of the Diocese to discern carefully together what the Spirit is saying to the Church across the Diocese and agree on common goals and actions for the coming years</p> <p>The process will begin with a series of formation events for lay-people and clergy and a time of prolonged prayer. The post holder will support these events and the producing of resources. The post holder will work with and take direction from the Synod Moderators and the Working Party Group to establish the listening process of the synodal Journey. This will include preparation of members, assisting in facilitation (e.g. of focus groups), overseeing the collation of data collected and participation in the discernment process leading to the emergence of key themes.</p> <p>The post holder will support the stages of the discernment process and the planning and organising of the Synod Gathering. The final stage will be supporting the implementation of all the proposals across the Diocese.</p>			
<b>Job Description:</b>			
<b>Main areas of responsibilities</b>			

- To have a fully developed understanding and appreciation of the vision of the Synod process as set by the Bishop and the Synod Moderators and to be able to share that vision.
- To enthuse, inspire and motivate Catholics in the Diocese of Salford in their preparation for and participation and implementation of the Synod.
- To work collaboratively with key stakeholders and partners in developing and fulfilling their Synod responsibilities by providing support in activities they undertake and by putting in place support mechanisms to help keep them encouraged in their work especially when working to deadlines.
- To be the main contact for Synod enquiries, responding appropriately and referring queries where appropriate to the Synod Moderators.
- To be an active member of the Synod Working Party, attending meetings and contributing ideas to facilitate each of the stages over the three-year period.
- To organise Synod events to include the booking of venues, guest speakers, equipment and refreshments in partnership with the Formation Administrator.
- In conjunction with the Synod Working Party, identify listening strategies and establish a network of listening sessions.
- To manage the data that will be created by the Synod listening process in conjunction with others and to be responsible for the day-to-day operation of the Synod (preparation and implementation) to include responding to enquires from members on a daily basis.
- To acquire knowledge of the communication strategy for the Synod and where necessary, prepare and distribute resource material in partnership with the Diocesan Communications Team.
- To liaise with Synod members to ensure they are adequately and appropriately equipped for their role, providing them with materials and other resources to assist them where necessary.
- To liaise with the Formation Department, theological advisers and external speakers who will be providing training and formation during the Synodal process.

#### **General**

- Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
- At all times act in a professional and appropriate manner and actively promote the ethos of the Diocese of Salford.
- To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

#### **PERSON SPECIFICATION**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• Educated to degree level and/or significant demonstrable experience of working in a church setting</li> </ul>	

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven ability of managing and delivering projects</li> <li>• Practical experience of encouraging and mentoring others (including volunteers)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of collaborative working in an ecumenical context</li> <li>• Pastoral experience in a Church context</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• A vision of Church that is inspired by Vatican II theology</li> <li>• An ability to motivate and mentor clergy, people and volunteers in the Diocesan community</li> <li>• Excellent organisational and time management skills with the ability to prioritise workload to meet deadlines</li> <li>• Highly developed verbal and written skills</li> <li>• A creative and resourceful approach to work</li> <li>• Strong facilitation and presentation skills with an ability to speak to audiences of all sizes and educational backgrounds</li> <li>• Excellent interpersonal and communications skills, particularly listening skills</li> <li>• IT literacy with a good working knowledge of Microsoft Office, social media and other innovative communication methods</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of current theological insights</li> <li>• Knowledge of the mission and ethos of the Diocese of Salford</li> </ul>
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about mission and evangelisation</li> <li>• Self-motivated with a strong desire to share own faith and encourage others to share their faith.</li> <li>• Comfortable working with individuals in all walks of life (including clergy and religious)</li> <li>• Ability to be self-motivated and work independently as</li> </ul>	<ul style="list-style-type: none"> <li>• Resilient</li> <li>• Interview</li> <li>• Sense of humour</li> <li>• An ability to learn from mistakes</li> </ul>

	well as being a team player <ul style="list-style-type: none"> <li>• The ability to work flexibly and adapt ways of working when required</li> <li>• Willingness to work with people of all faiths and none</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

**Other Information:**

**References and Reports**

- One Faith Reference will be required
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.
- It is an occupational requirement under the Equality Act 2010 that the post-holder is a Practising Catholic

A high level of understanding of the Roman Catholic faith is essential for this position. Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be a practising Catholic, respectful of the aims and the ideals of the Catholic Church and that this is an occupational requirement under the Equality Act, 2010.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

**Driving:** A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Fr Paul Daly	Date:	September 2021
Reviewed By:	HR	Date:	September 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Department/ Parish:	

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