

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

|                                   |                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>                 | Programme Officer – Catholic Mission Network<br>Part-time, 0.5 FTE. 3 year fixed-term contract.                                                                                                                                                                                                                                                              |
| <b>Team:</b>                      | Catholic Mission Network (CMN)                                                                                                                                                                                                                                                                                                                               |
| <b>Reports to:</b>                | National Missioner for the CMN Programme                                                                                                                                                                                                                                                                                                                     |
| <b>Key working relationships:</b> | National Missioner (line manager) based in the South of England<br>Bishop of Lewes (as head of the CMN project board)<br>Society Bishops' Offices<br>Forward in Faith (FiF) Administrator<br>Clergy and lay leaders within The Society<br>Third-party training providers and conference organisers<br>Diocesan staff (communications, finance, safeguarding) |
| <b>Place of work</b>              | A hybrid role based at Church House, Hove* and home-based, with occasional travel to meetings, training events, and conferences.<br><br>*It may be possible for the role to be based in the Chichester area<br><br>Working Hours: 18.75 hours per week, including some evening and weekend hours.                                                            |

### **1.0 Main purpose of job**

The Catholic Mission Network (CMN) is a centrally funded programme which aims to encourage and equip Anglo-Catholic parishes for mission and evangelism.

The role of the Programme Officer is to support the overall project by delivering; programme administration, reporting, communications, management of online resource and assistance to the national missioner priest. The Programme Officer will ensure smooth day-to-day delivery of CMN activities, provide high-quality support for training and events, manage online platforms and databases, and act as the first point of contact for enquiries.

## **2.0 Principal duties**

### **2.1. Programme administration**

Act as the first point of contact for all CMN programme enquiries.  
Track and report on all aspects of the programme budget, working with the National Missioner, FiF Administration and diocesan finance team.

### **2.2. Communications**

Compile and circulate a monthly electronic newsletter to promote upcoming training, events, parish successes and other news worthy items.  
Support the wider communications of the CMN by publicising resources and good practice.

### **2.3. Database management**

Refresh and maintain a central database of clergy and lay leaders within The Society. Work with the Society Bishops' offices to ensure accuracy, consistency, and synergy of records.

### **2.4. Manage the online resource hub**

Keep the Online Resource Hub up to date, publishing new resources and retiring old materials.  
Ensure all resources have the necessary copyright permissions and clearances.

### **2.5. Training and events**

Manage the invitation process, bookings, logistics and post-event valuation of physical and online (Zoom) training conferences and events.

## **3.0 General responsibilities**

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England, The Society and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.

The Society and Diocese of Chichester is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the CMN Programme and diocese, following appropriate consultation

### **Terms and conditions**

**Employer information:** Chichester DBF is the employer on behalf of The Society.

**Funding of post:** This post is subject to funding from the National Church of England. Funding has been secured for a 3-year period.

**Hours of work:** This role is offered at 18.75 hours per week.

**Salary:** The post is offered at a salary of between £16,000 - £19,000 depending on experience. £19,000 per annum (pro-rata FTE £32,000 – £38,000 pa)

**Annual leave:** 14 days of annual leave (of which up to 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year if they fall on the usual working day.

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one weeks' notice, and thereafter by one months' notice on either side.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%.

**Pre-employment checks:** The appointment is subject to a Right to Work check and two references.

## PERSON SPECIFICATION

| Criteria                             |                                                                                                                                               | Essential | Desirable |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications and Experience</b> | Demonstrable experience of administration, communications, and programme coordination.                                                        | √         |           |
|                                      | Experience of organising and supporting events, including online events.                                                                      | √         |           |
|                                      | Experience of managing budgets and databases and producing reports.                                                                           | √         |           |
|                                      | Experience of working within a church or charitable context.                                                                                  |           | √         |
|                                      | Knowledge of copyright law in relation to publishing resources.                                                                               |           | √         |
|                                      | Working knowledge of SharePoint and MS applications or equivalent content management systems.                                                 | √         |           |
|                                      | Experience of maintaining/updating websites                                                                                                   |           | √         |
|                                      |                                                                                                                                               |           |           |
| <b>Skills and Abilities</b>          | Excellent written English and strong communication skills.                                                                                    | √         |           |
|                                      | Financially literate with ability to monitor and report on budgets.                                                                           | √         |           |
|                                      | Strong IT skills, including MS Office, video conferencing (Zoom/Teams), and desktop publishing.                                               | √         |           |
|                                      | Highly organised with good project management skills.                                                                                         | √         |           |
|                                      | Ability to work independently with minimal supervision and to meet deadlines.                                                                 | √         |           |
|                                      | Competence in social media for organisations.                                                                                                 | √         |           |
|                                      | Confidence in liaising with a wide range of stakeholders, including senior church leaders.                                                    | √         |           |
|                                      |                                                                                                                                               |           |           |
| <b>Personal qualities</b>            | Supportive of the mission and ethos of The Society and the Church of England, and a good understanding of the Sacramental life of the church. | √         |           |
|                                      | Proactive and self-motivated with strong attention to detail.                                                                                 | √         |           |
|                                      | Flexible, adaptable, and able to balance competing priorities.                                                                                | √         |           |
|                                      | Collaborative and willing to work as part of a dispersed team.                                                                                | √         |           |
|                                      | Interest in mission and evangelism within the catholic tradition of the Church of England.                                                    |           | √         |

**Review Date: August 2026**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date: August 2027**