

# Caritas

## Assistant for Catholic Social Action, Holy Family, Southampton

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### Caritas Diocese of Portsmouth

St. Edmund House  
Bishop Crispian Way  
Portsmouth  
PO1 3QA

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#### Job Summary

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The role will be based at the Parish Office of Holy Family, Southampton, but will be working throughout the parish seeking to establish, co-ordinate, and maintain social action projects to reach out to the local community, under the direction of Caritas and the Parish Priest. This is a part time position requiring 2 days/week and is funded for a period of 2 years.

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#### Department

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Caritas under the New Evangelisation Department

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#### Job Title

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Caritas Assistant for Catholic Social Action

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#### Values

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The postholder will be required to work within the principles of Caritas Diocese of Portsmouth, and to promote the teaching and values of the Catholic Church.

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#### Policies and Procedures

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The post-holder will work in line with the Policies & Procedures of the Diocese of Portsmouth. They will be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of the Diocese of Portsmouth with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

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**Safeguarding**

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The postholder will be required to ensure that children, young people and vulnerable adults are safeguarded, and must be aware that everyone has a safeguarding responsibility and a duty to refer any safeguarding concerns they may have to their line manager.

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**Employment Period**

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The post will be funded for a period of 2 years.

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**Work Base**

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The position will be based at the Holy Family Parish in Southampton, but the possibility of home working is possible if prior agreement has been obtained from their line manager, the Caritas Director.

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**Working Hours**

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The post is for 2 days per week with working hours being flexible according to work needs.

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**Governance**

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The postholder's line manager will be the Caritas director. For day to day operations the postholder will be jointly managed by the Caritas director and the Holy Family parish priest.

## Responsibilities

Responsibilities	Measurement Criteria
To understand the needs of the local area and to identify priority areas where social projects could have a substantial benefit. There will be a particular emphasis on families in this regard.	Awareness of priority needs in the local area, including statistical awareness. Discussion and agreement of priorities and proposed projects with Caritas and the Parish Priest, in line with the parish vision.
To setup several social projects in the parish for all in the local area. Projects are open to all and not just parish members.	Number of projects established and attendees, including engagement with non-Catholics. Clearly worked-out principles of Catholic social teaching for each project (i.e., relating proposed initiatives directly to Church teaching).
Establish links with local churches and existing organisation who are offering practical help.	Good relations with all other agencies, practical co-ordination with other groups. Prior engagement agreement with other entities with Caritas and Parish Priest.
To attend diocesan and national meetings, undertake training and supervision as required.	Flexible approach to meeting attendance and training, including availability for weekends and evenings.
To manage any project that have been setup and by having on-going evaluation and documenting the project in order to contribute to best practice.	Regular reporting to line manager and other diocesan organisations to ensure best practice is being implemented. Regular meeting with parish priest.
To carry out any other duty, commensurate with the level of the post, as may be determined by the line manager	To be discussed and developed.
To work in harmony with the overall mission of the parish.	No conflicts with parish mission or directives.
Willingness to engage with fundraising procedures.	Locate and attain additional sources of funding, locally and further afield.