

# Caritas

## Caritas Training and Community Development Manager

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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 Cathedral offices in Portsmouth, but will involve possible working throughout the diocese to setup, co-ordinate, and maintain Caritas projects as well as setting up training modules to reach out to the local community, under the direction of Caritas. This is a part time position requiring 3 days/week and is funded for a period of 2 years.

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#### Department

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Caritas Team which is located within the Catholic Social Action Department

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#### Job Title

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Caritas Training and Community Development Manager

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#### Values

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The postholder will be required to work in line with the Caritas management standards and uphold the values of the Caritas ethos. Engagement with the community will abide by the principles of Catholic Social Teaching.

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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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The postholder will be required to ensure that children, young people and

**Safeguarding**

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 Diocese Administration offices in Portsmouth, 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 3 days/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. Should a deputy director be employed during the postholder's employment period then the employee shall report to the deputy director.

## Responsibilities

Responsibilities	Measurement Criteria
To promote and develop the overall Caritas message in the diocese. This will involve assisting the director and other staff to promote the Caritas message of social action and to setup social action projects within the diocesan area.	Awareness of social needs in the diocesan area. Discussion and agreement of priorities and proposed projects with the director and other Caritas staff. Caritas “ brand recognition” as measured by annual parish survey
To develop Caritas projects to help the overall development of the Caritas message in the diocese.	Number of projects established and attendees, including engagement with non-Catholics. Clearly worked-out principles of Catholic social teaching for each project. Feedback from parishes where Caritas projects have been established.
To develop training modules in the area of personal development to promote overall mental health as one of Caritas’s strategic objectives. These modules will include subjects such as active listening, self-esteem, personal awareness, personal integration etc	The design and implementation of training modules for various groups within the diocesan area. Using existing and new materials to create these training modules. Feedback from participants
To deliver personal development sessions in the diocesan area.	Flexible approach to running these modules including availability for weekends and evenings. Feedback from participants
To assist in the maintenance and improvement of existing Caritas projects.	Feedback from line manager and from parishes where projects are based
To assist in the training of Caritas ambassadors throughout the diocese.	Feedback from line manager and from parishes where ambassadors are based
To carry out any other duty, commensurate with the level of the post, as may be determined by the line manager	Feedback from line manager
To support appropriate fundraising activities including identifying sources of finance for Caritas projects.	Value and duration of funding obtained and feedback from line manager