

## Job Description

**Job title:** Mission Coordinator, Children and Young People

**Line Manager:** Red Box Director

### Purpose

To build effective relationships with Diocesan Education Commissions, Parish Coordinators (Local Secretaries), Headteachers, RE Coordinators and chaplaincies in specific dioceses to help grow an understanding of the theology and impact of mission in the world. The role is responsible for developing an understanding of mission in primary and secondary schools and nourishing prayerful support for overseas mission to learn the effect of life-giving faith on communities.

### Responsibilities:

- To build effective relationships with Diocesan Education Commissions and schools to help children and young people understand their place within the Universal Church family.
- To support teachers, catechists and parents to create an environment where children and young people are able to respond to their call to be missionaries of God's love.
- To build affirming relationships with Head Teachers, RE Coordinators, Parish Coordinators (Local Secretaries), and Parish Priests across allocated dioceses.
- To work in close collaboration with the Missio Community Fundraising Coordinators to ensure that outreach activity is joined up.
- To prepare mission focused educational materials, which are catechetical, and support Catholic school curricula.
- To ensure that materials are compelling to children and young people and provide ready to use structured lesson support for teachers.
- To use digital communications to build audience and engage them in mission.
- To build and sustain effective relationships with project partners overseas and communicate their experiences to demonstrate the impact of missionary work made possible by supporters' prayer and financial contributions.
- To ensure that educational materials are adaptable for in person, young person led, and on-line delivery.
- To be able to transition the message of missionary formation from children, young people and students to adult catechesis.
- To undertake fact finding visits to overseas projects as appropriate and directed by the Red Box Director.
- To undertake training and development of local volunteers and maintain accurate database records of training and fundraising delivery.
- To plan and deliver events such as school workshops, assemblies and liturgical diocesan gatherings.
- To maintain accurate supporter details on Missio's Business System
- To develop appropriate metrics to measure the effectiveness and success of specific activities.

**Any other related activities that may be required by Line Manager**

## Person Specification

### Essential:

Competency	Criteria	Assessment
Knowledge of the Catholic Church and Catholic education in England and Wales	<ul style="list-style-type: none"> <li>• Demonstrates passion for supporting children and young people respond to their call to Faith</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Understanding and commitment to developing awareness of mission in Catholic schools	<ul style="list-style-type: none"> <li>• Demonstrates passion for the work of mission</li> <li>• Articulates clear understanding of mission</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates up to date understanding of RE curricula across school age groups.	<ul style="list-style-type: none"> <li>• Provides examples of working with volunteers in an educational faith environment</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates evidence of developing effective fundraising relationships with young people	<ul style="list-style-type: none"> <li>• Provides examples of facilitating effective training sessions.</li> <li>• Provides examples of developing sustained fundraising activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates creative thinking combined with outcome driven planning and organisation skills	<ul style="list-style-type: none"> <li>• Provides examples of positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Ability to use Microsoft Office and digital communications, including social media.	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Demonstrates an understanding of the requirements for communicating with a diverse community of potential and current supporters and volunteers	<ul style="list-style-type: none"> <li>• Provides examples of different styles used and the outcomes achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Demonstrates public speaking confidence	<ul style="list-style-type: none"> <li>• Provides examples of public speaking in community event context; i.e. presentations during/after Mass, Group talks and school assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Ability to work calmly and competently under pressure and achieve deadlines	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

### Desirable:

- Theology degree or significant RE experience in educational settings.
- Experience of volunteer management in a fundraising context
- Experience of setting up and running volunteer training