



Caritas Diocese of Brentwood

Development Officer for Caritas Diocese of Brentwood

Job Description

Job Title:	Development Officer for Caritas Diocese of Brentwood
Vicariate:	Caritas
Employer:	Diocese of Brentwood
Location:	Flexible/remote working, with travel to locations across the Diocese as needed
Responsible to:	Director of Caritas
Accountable to:	Episcopal Vicar for Caritas
Salary:	£24,000 - £27,000 pa, depending on experience and qualifications
Hours:	35 hours per week (including some evening/weekend work)
Contract:	3 year fixed term (upon completion of 6-month probation)
Start date:	April 2025

Job Purpose

The Development Officer will play a role in supporting, developing and growing the various projects of Caritas Brentwood. Alongside the Director, this is an opportunity to be involved in activities and conversations that enhance the ministry of charity across Essex and East London. The following list is not exhaustive and the role will include tasks that are seen as reasonable by the line manager.

Focus Groups	The three main Caritas volunteer groups, made up of parishioners from across the Diocese; Environment, Homeless & Cost of Living and Refugees & Migrants. Support the work of these groups, facilitate discussion, expand numbers, include charitable organisations and take lead on administration.
World Day of the Poor	A key date within our diary, this is a day to acknowledge the thousands of volunteers that work tirelessly across the Diocese, as well as raise awareness of the voices of those who are not heard. Supporting and contributing to the development of resources for schools and parishes. Promote the day via social media, correspondence and press release.
Website and Social Media	Regular maintenance and updating of the website, and an active presence on Social Media (Facebook and Instagram) to ensure events, opportunities and good practice from across the charitable sector is shared as widely as possible. Collate and share social justice 'news stories' from Diocesan schools/parishes.
Administration	Maintaining good administrative processes across all activities and projects to remain effective and efficient. Preparing meetings, circulating documents, sending invitations, room set up, participation in office meetings and taking meeting minutes.
Faith in Action	The CYMFed Faith in Action Award is to recognise, reward and celebrate the active faith and service of young people. Being the point of contact for Diocesan Schools regarding the awards. Reporting to and taking advice from the Caritas and Youth Ministry Directors.

Background to the role

The Diocese of Brentwood is a vibrant diocese serving the people of Essex and the five London boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest. The population is rich in its diversity. Within the Diocese are a plethora of local initiatives supporting a wide range of charitable projects in parishes and schools. The Mission of the Diocese is “To spread the Good News of Jesus Christ in Essex and East London” and establishing Caritas Diocese of Brentwood is one way in which our faith serves and contributes to the poorest, most vulnerable and marginalised in the Diocese.

Caritas Diocese of Brentwood (CDoB) was established by Bishop Alan Williams, Bishop of Brentwood, on the World day of the Poor 2018. CDoB operates within our diocese as a focus for our work in Charity, Justice and Social Action. CDoB acts as an umbrella for all the charitable work in the Diocese, aiming to help those involved to share good practice, as well as develop new initiatives and ideas. The website www.caritasbrentwood.org is a platform for local projects to showcase their work, and attract volunteers.

CDoB has a vital role in creating a genuinely intergenerational lay led approach to the work of social justice in East London and Essex. Over the past few years the Director has laid the foundations and networks that have supported and encouraged the living out of Catholic Social Teaching within the Diocese, as well as forming a close working relationship with Diocesan Youth Service, focusing on an intergenerational approach to social justice. The role of the Caritas Development Officer is new and an acknowledgement of the expanding work and vision of Caritas within the Diocese.

Personal Skills and Qualities

Strong verbal and written communication skills.	Essential
Experience creating and sharing information on social media.	Essential
Experience working in a small team and independently on projects.	Essential
Strong organisational skills and attention to detail.	Essential
Flexibility to manage multiple projects with competing priorities.	Essential
Excellent personal organisation and time management.	Essential
Experience with Microsoft 365 (Word, Excel, PowerPoint, Outlook).	Essential
Ability to use initiative and maintain self-motivation.	Essential
An understanding of Catholic Social Teaching.	Essential
Ability to work evenings and weekends regularly.	Essential
Ability to travel to Diocesan sites and others as required.	Essential
Public speaking and presentation skills, delivering to small (10–20) and large groups (200+).	Desirable
Ability to create resources with a creative mindset.	Desirable
Knowledge and experience of events delivery.	Desirable
Experience working on projects across various organisations.	Desirable
Familiarity with WordPress and YouTube.	Desirable

- If you have any questions about the role, please email: caritas@dioceseofbrentwood.org
- Any appointment is subject to references and an enhanced DBS.
- **Application is by CV and covering letter.** The covering letter will be used as part of the selection process and should clearly demonstrate, with examples, how your personal qualities, skills and experience match the requirements of the job description and person specification.
- **Please also provide the details of two referees.** The referees will be contacted after the closing date and prior to interview, for candidates that are shortlisted.
- **Please email the completed application to the Director of Caritas:** caritas@dioceseofbrentwood.org
- **The closing date for applications is 12pm March 31st 2025.**
- **We will then invite suitable applicants to interview April 8th 2025.**