



Diocese of Plymouth

VACANCY

Caritas Manager – Diocese of Plymouth

Location: St. Boniface House, Ashburton, Devon TQ13 7JL

Salary: £40,000 per annum plus car allowance, mobile phone allowance and contributory pension scheme

An exciting and challenging vacancy has arisen for the post of Caritas Manager, Diocese of Plymouth. This role will be to lead the Caritas work within the Diocese with the aim of enabling the Catholic community of the Diocese to be responsive to those experiencing poverty and social exclusion. This is an opportunity for an individual to make a significant difference to many people experiencing deprivation and it is a role that can grow with the right individual.

The post holder will be responsible for the planning and implementation of the strategy agreed with the Caritas Plymouth Committee, as well as promoting the work of Caritas through a variety of channels.

The successful applicant will demonstrate the following:

- Relevant experience in the areas of charity management, strategic planning, project management, major fundraising, community relations, marketing and communications
- Commitment to the Christian faith
- Experience in finance and budgetary control, particularly in the voluntary sector
- Ability to work in collaboration with outside agencies, paid and voluntary staff, schools and other diocesan teams
- A proven track record of recruiting, motivating and inspiring volunteers
- Empathy with the Catholic Church's teachings together with an appreciation of its contribution to social action is essential
- Access to a car to travel around the Diocese and beyond

You will be a well organised and enthusiastic individual who is team orientated and has the ability to prioritise and manage conflicting deadlines. You will need strong interpersonal, leadership, communication and organisational skills and have capacity for innovation and creativity.

The post holder will be based at the Curia offices in Ashburton, near Newton Abbot, however the work for Caritas will take place across the Diocese determined by the projects undertaken. Working hours are also flexible and will involve some evening and weekend working. The appointment will be subject to a satisfactory Disclosure and Barring Check (formerly CRB). Further information about Caritas can be found either at www.caritasplymouth.org.uk or on the Diocesan website at www.plymouth-diocese.org.uk/caritas/.

A job description/person specification for this role and application form can be obtained by either calling Jan Holton on 01364 645383 or by emailing recruitment@prcdtr.org.uk. Applications should be made by submitting a completed application form and covering letter.

Closing date for applications: Monday 2 December 2019

Interviews to be held: Tuesday 17 December 2019

There is a Genuine Occupational Requirement (GOR) that the holder of this post is a committed Christian. The appointee to this post will be subject to an enhanced clearance through the Disclosure & Barring Service.