

Pastoral Coordinator for Evangelisation (Havant)

APPLICANT BRIEFING PACK

July 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

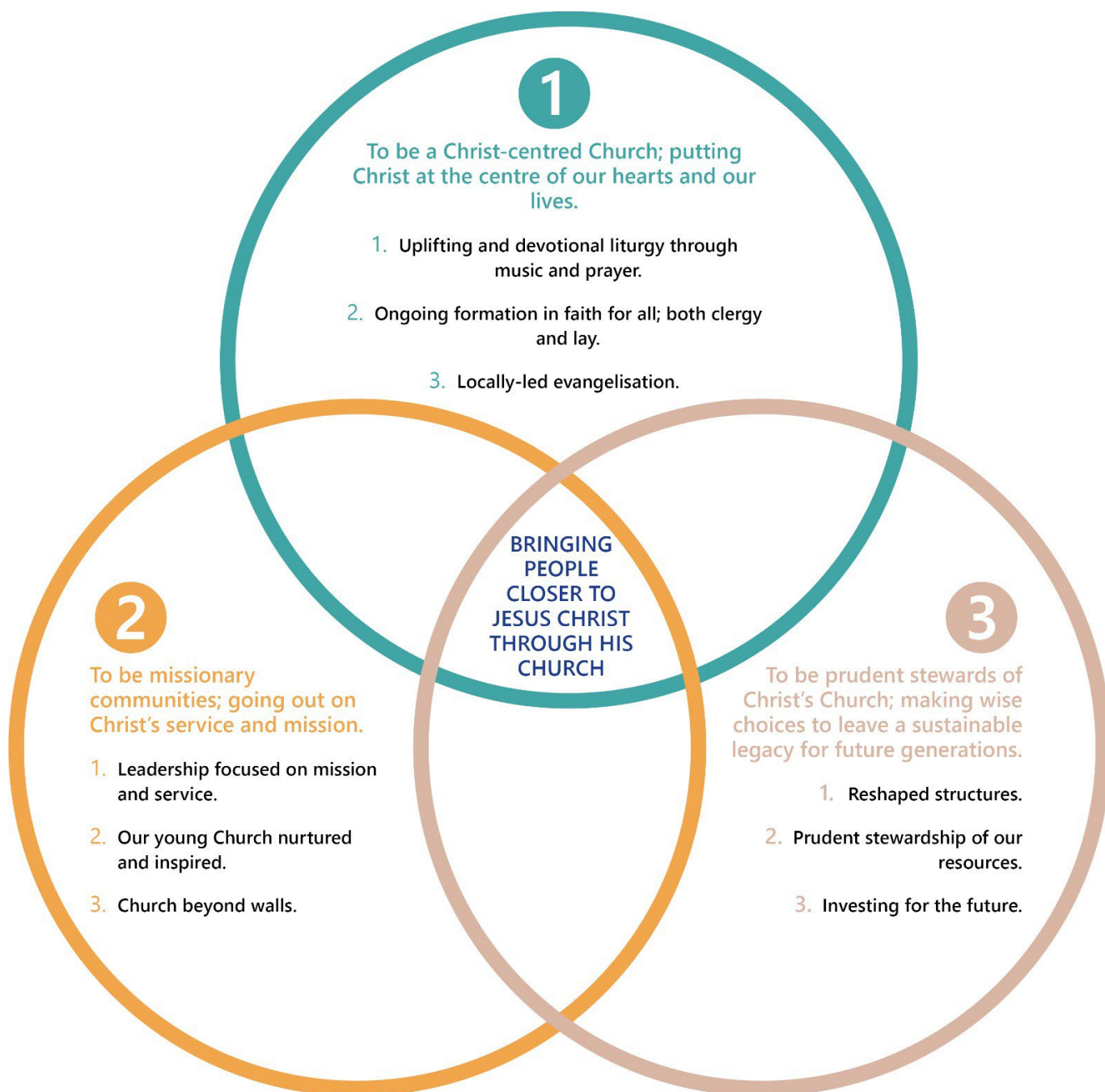
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

We are seeking a Pastoral Coordinator of Evangelisation for the Havant Pastoral Area to support Fr James our Lead in Evangelisation and Leadership in delivering and developing the Pastoral Area's Evangelisation Strategy with a particular focus on our primary tool for evangelisation, Alpha. To work with Churches and schools in the Havant area to provide an amazing alpha experience that helps people encounter Jesus and raise up leaders to become missionary disciples. You will be collaborating with Fr James to bring this vision to life.

Location: Based at The Sacred Heart and St Peter the Apostle, Waterlooville.

Travel to other parishes within the Havant pastoral area and across the Diocese is required. You will need a valid driving licence and access to a vehicle.

Policies and procedures: The post-holder will work in line with the Policies & Procedures of the Diocese of Portsmouth. They will also 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.

Safeguarding: The post-holder 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.

If you would like a confidential discussion about the role please contact:

Father James Lewis – Parish lead in Evangelisation

jlewis@portsmouthdiocese.org.uk 02392 262289

Pastoral Coordinator for Evangelisation - Job Description

Key Responsibilities

Alpha

- Share the responsibility of the vision and culture of Alpha in the Parish.
- To help our Parishioners and Parish to become invitational.
- To increase the percentage of unchurched and dechurched of all ages.
- To identify and raise up leaders who will in turn identify and raise up leaders.
- To understand the post alpha pipeline and encourage people to take their next steps in growth and community.
- To ensure team members are properly trained for maximum impact and creating a healthy

inspiring team chemistry.

- To model prayer for the Alpha team.
- To inspire support and in some cases implement new Alpha courses for the parish in our churches, schools and hospitals
- To maintain good stewardship of budget.

Communication

- Working closely with Fr James to deliver an effective and efficient communication system for the varied programmes in the Ministry – website, email, social media, newsletters.

Networking

- Recruit, train and manage volunteers for the programmes and activities within own areas of responsibility.
- Develop and maintain strong relationships within the parish, with other members of staff and various parish groups.
- Attend staff, parish and leadership meetings, and undertake training and supervision, as required.

Values

- Role Model the Diocese core values of integrity, dignity, excellence, accountability, and stewardship and the ethos and values of the wider Catholic Church.

Pastoral Coordinator for Evangelisation – Person Specification

Competence, Expertise and Knowledge:	
Essential	<p>Christian commitment</p> <ul style="list-style-type: none">• Practising Catholic• Displays and maintains an active spiritual life rooted in a growing relationship with Jesus Christ.• Committed to daily prayer.• Is joyful in both faith and outlook and has a desire and capacity to live and breathe the Parish's mission, vision and culture.• Integrity and strong character: is able to represent the Parish in the wider community.• The ability to build and maintain strong relationships within the Parish, Diocese and the wider Church and with other key stakeholders.• An understanding of and a personal commitment to the teaching of the Catholic Church, the position of the Church within society, <i>Evangelii Gaudium</i> and its call to mission.• Has a passion to develop his/her own leadership and for supporting and growing others. <p>Experience required</p> <ul style="list-style-type: none">• Has completed an alpha course.• Has read 'Unlocking Your Parish' by Ron Huntley and Fr James Mallon• To have the humility and wisdom to know when to lead and when to let others lead.• Proven ability to work in a team and organise events• Experience of working in school settings with pupils, teachers and parents• Working with volunteer groups• Basic budget management <p>Competences required</p> <ul style="list-style-type: none">• Full understanding of, and ability and willingness to work within, appropriate levels of confidentiality.• Ability to organise and lead meetings• Ability to work with and in a team and to network effectively• Good organisational skills, resourceful and self-motivated• Excellent communication skills both orally and in writing• Excellent people and relationship management skills• A self-starter able to work collaboratively and creatively• Good project management skills along with excellent time management and prioritisation skills• Ability to attend, where necessary, commitments outside normal office hours.• Basic knowledge of and familiarity with social media platforms• A high level of computer literacy and willingness to learn new skills.

Salary, Benefits & Location

Salary: £15 per hour, £11,700 per annum pro rata (£29,250 FTE)

Contract: Fixed Term Contract for 2 years 9 months, working 15 hours per week. Flexible working pattern to include some evening and weekend work.

Hours: 15 hours per week

Location: Based at The Sacred Heart and St Peter the Apostle, Waterlooville.

Reports to: Fr James Lewis

Direct Reports: 0

Travel Requirement: Travel to other parishes within the Havant pastoral area and across the Diocese is required. You will need a valid driving licence and access to a vehicle.

Benefits

25 days holiday plus bank holidays

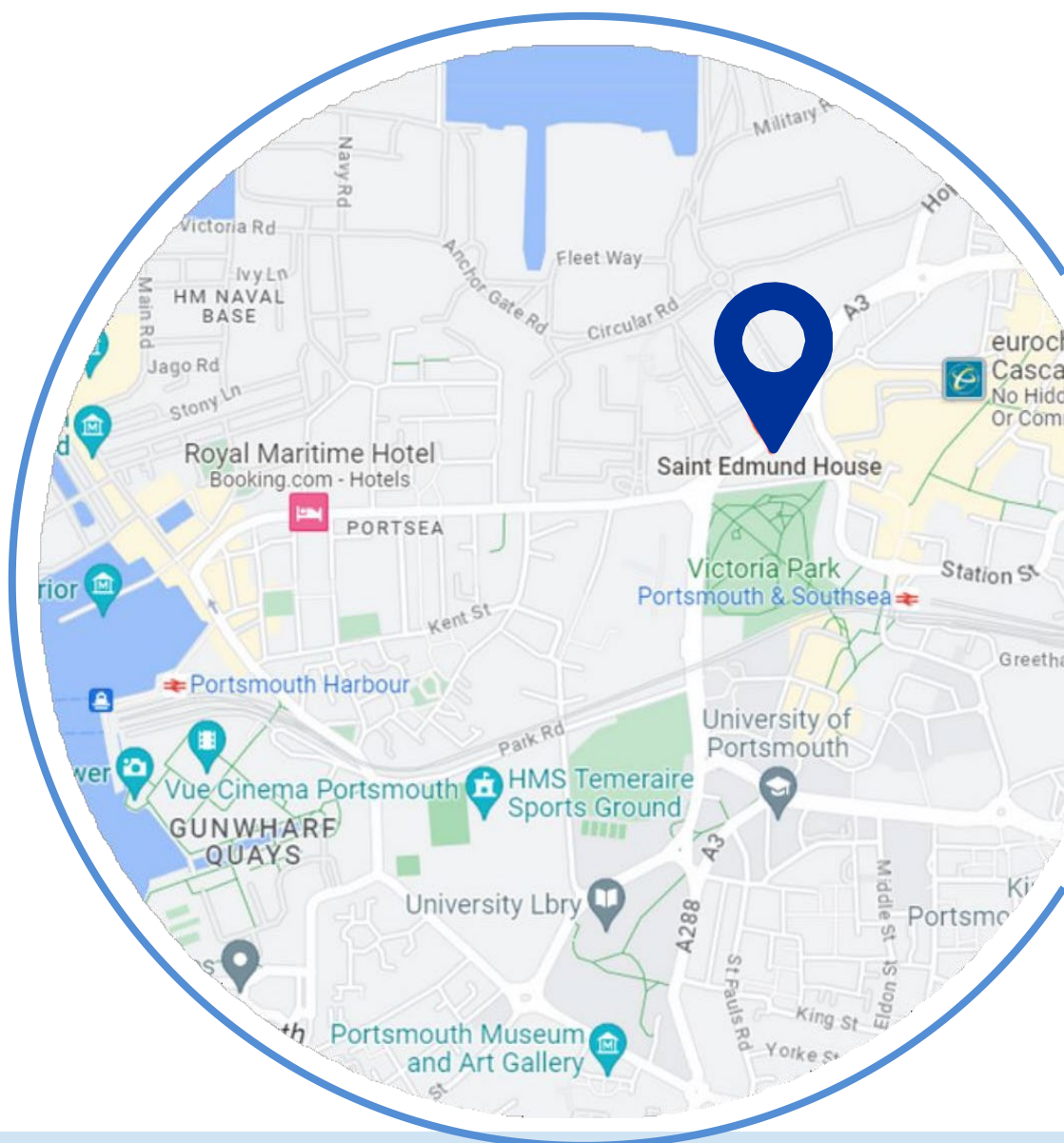
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'Pastoral Coordinator for Evangelisation' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Sunday 17th August, at 10pm.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Interviews to be held on Wednesday 27th August at The Sacred Heart and St Peter the Apostle, Waterlooville.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

