



## Pastoral Coordinator for Evangelisation (Havant Area)

### Job Description

<b>Job Title</b>	Pastoral Coordinator for Evangelisation
<b>Department</b>	Havant Pastoral Area
<b>Reports To</b>	Fr James Lewis
<b>Number of Reports</b>	None
<b>Contract Type</b>	Fixed Term Contract for 2 years 9 months
<b>Salary</b>	£15 per hour, £11,700 per annum pro rata (£29,250 FTE)
<b>Hours of Work</b>	15 per week
<b>Location</b>	Based at The Sacred Heart and St Peter the Apostle, Waterlooville.
<b>Travel Requirement</b>	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.

#### 1. Job Purpose

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.

#### 2. Main Duties

##### 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.

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## 3. Professionalism and values

Role model the Diocese core values of integrity, dignity, excellence, accountability, and stewardship.

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## Person Specification

Essential Competence, Expertise and Knowledge:	
Essential	<b>Christian commitment</b> <ul style="list-style-type: none"><li>• Practising Catholic</li><li>• Displays and maintains an active spiritual life rooted in a growing relationship with Jesus Christ.</li><li>• Committed to daily prayer.</li><li>• Is joyful in both faith and outlook and has a desire and capacity to live and breathe the Parish's mission, vision and culture.</li><li>• Integrity and strong character: is able to represent the Parish in the wider community.</li><li>• The ability to build and maintain strong relationships within the Parish, Diocese and the wider Church and with other key stakeholders.</li><li>• An understanding of and a personal commitment to the teaching of the Catholic</li></ul>

	<p>Church, the position of the Church within society, <i>Evangelii Gaudium</i> and its call to mission.</p> <ul style="list-style-type: none"> <li>• Has a passion to develop his/her own leadership and for supporting and growing others.</li> </ul> <p><b>Experience required</b></p> <ul style="list-style-type: none"> <li>• Has completed an alpha course.</li> <li>• Has read 'Unlocking Your Parish' by Ron Huntley and Fr James Mallon</li> <li>• To have the humility and wisdom to know when to lead and when to let others lead.</li> <li>• Proven ability to work in a team and organise events</li> <li>• Experience of working in school settings with pupils, teachers and parents</li> <li>• Working with volunteer groups</li> <li>• Basic budget management</li> </ul> <p><b>Competences required</b></p> <ul style="list-style-type: none"> <li>• Full understanding of, and ability and willingness to work within, appropriate levels of confidentiality.</li> <li>• Ability to organise and lead meetings</li> <li>• Ability to work with and in a team and to network effectively</li> <li>• Good organisational skills, resourceful and self-motivated</li> <li>• Excellent communication skills both orally and in writing</li> <li>• Excellent people and relationship management skills</li> <li>• A self-starter able to work collaboratively and creatively</li> <li>• Good project management skills along with excellent time management and prioritisation skills</li> <li>• Ability to attend, where necessary, commitments outside normal office hours.</li> <li>• Basic knowledge of and familiarity with social media platforms</li> <li>• A high level of computer literacy and willingness to learn new skills.</li> </ul>
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<b>Date of Completion of Job Description:</b>	July 2025
<b>Job Description Author:</b>	Fr James Lewis

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