



PARISH CARITAS REPRESENTATIVE VOLUNTEER ROLE PROFILE

“Learn to do good; seek justice, rescue the oppressed, defend the orphan, plead for the widow.”

Isaiah 1:17

Caritas Portsmouth is the social and environmental action team of the Catholic Diocese of Portsmouth and supports parishes and schools to become the church beyond walls by

- being a point of contact for support, resources, best practice and ideas to help parishes and schools reach out to those in need in their local community.
- forming links between key charities in the diocese including SVP, CAFOD, Stella Maris and Medaille Trust, as well as local projects and initiatives to help raise awareness and support collaboration.
- build connections between parishes, project and volunteers, strengthening relationships and create missionary communities through practical action.

Parish Caritas Representatives are a vital part of this mission by being the link between parishes and Caritas Portsmouth. We are looking for people who are passionate about social outreach, putting faith into action to love and serve our neighbour.

Role: Parish Caritas Representatives

Parish/Pastoral area: All

Volunteer Coordinator: Caritas Portsmouth

DBS Required: No

Purpose of the Role:

The Parish Caritas Representative plays a key role in helping to build connections between the parish/pastoral area, Caritas and the wider charity network within the Diocese of Portsmouth.

By being the point of contact for both parish and Caritas, information, ideas, support, training/funding opportunities, impact and developmental needs can be exchanged. This supports the foundations for effective and sustainable outreach activity.

The Parish Caritas Reps will also form the initial link that will enable to the Church to respond to urgent or newly emerging needs in these unpredictable times.

The role is flexible in terms of commitment, depending on what time you are able to give. It will not be more than a couple of hours per most months. Key activities include putting together an end of year summary of your parish outreach activity (September/October) and promoting and attending our annual Charity Mass and Charity/Volunteering Networking event (November). There are opportunities for other engagement if desired. It can coincide with a role you already hold in your parish.

Main Responsibilities

- Being a point of contact for Caritas in your parish and passing on resources, information and opportunities to relevant social action projects in your parish.
- Providing a simple annual update of parish outreach activity to Caritas.
- Support your parish priest and local volunteers to identify and address social issues.
- Promote and attend the annual Charity and Volunteer Networking event / Thanksgiving Mass and other events when possible.
- Keeping your parish / pastoral area community informed of the latest news, campaigns, events, updates, volunteer opportunities and resources from Caritas.

Skills and Knowledge needed

- Be a friendly, approachable and respectful communicator.
- Be committed to building a better world through practical activity, linking faith and action.
- Be able to uphold Catholic ethos and the principles of Catholic Social Teaching.

No specific experience needed, just a desire to make a difference.

Benefits to you

- A chance to deepen your faith through action.
- Learn and/or develop your unique skills, gifts or charisms.
- Know you are making a difference in the lives of people in your community.
- Meet other likeminded and passionate people in your parish and across the diocese.

Training Required

The role will include an induction and optional training is available. You will be supported in your role by a member of the Caritas team.

The Catholic Diocese of Portsmouth mission plan *You Will Be My Witnesses* sets out a vision for each person to grow in holiness, develop a personal relationship with Jesus, and inspire others to do the same. As we come together to develop a Christ-centred Church, formed of missionary communities and prudent stewards of Christ's Church, our diocese will flourish, and the legacy of a vibrant faith will be our gift to future generations.

All volunteers are expected to work within the Diocese's charitable purposes, strategic plans, and governing documents and comply with the law of England and Wales and, where relevant, Jersey, the Bailiwick of Guernsey, and any other jurisdiction in which the Diocese operates.

Role Profile created by: Head of Charity

Date: 27th January 2026

"Bringing people closer to Jesus Christ through his Church"