



CES Job Description: Education Adviser (England)

Job Title: Education Adviser (England)

Line Manager: Deputy Director

Circa 0.5 FTE although with some flexibility

Salary £25k (0.5 of £50k pa)

KEY PURPOSE

To provide educational advice to the CES on English education policy; to help develop CES responses to issues facing Catholic education with relation to schools; to build relationships with colleagues in the English dioceses.

KEY RESPONSIBILITIES

- To provide advice and support to the CES on educational issues affecting England.
- To provide support to diocesan colleagues in England.
- To work on developing responses to strategic and current issues facing Catholic schools and education.
- To draft responses to consultations, proposals and Bills as required.
- To represent the CES at external meetings as required.
- To represent the policies of the Bishops of England and Wales.
- To maintain good relationships with other faiths and others involved in providing education.

GENERAL

- To undertake other duties appropriate to the role as requested by the Deputy Director/Director.

SKILLS AND EXPERIENCE

- Sympathetic to the teachings of the Catholic Church and support its work in promoting the Common Good.
- Demonstrable, relevant and recent experience of English education policy in general and the Catholic sector in particular.
- Understanding of issues facing schools with a religious character in England.
- Good verbal and written skills.
- Ability to manage time effectively and to prioritise work.

HOURS AND PLACE OF WORK

- Based in the CES offices in central London with occasional work elsewhere.
- Hours: 17.5 hours per week
- Salary £25k (0.5 of £50k pa)
- FTE paid holidays are 25 days per annum plus 5 directed days, pro rata for part-time staff