

Project Manager Job Description

Environmental Advisory Group - 2 Year Fixed Term Contract

Job Purpose

To provide support to the Environmental Advisory Group.¹

Line Managed by:

The General Secretary with matrix management to two members of environmental advisory group - Assistant Director (CES) and Director of Advocacy & Communications (CAFOD)

Main Responsibilities and Duties

The main responsibilities and duties of the Project Manager are to:

1. Provide administrative support to the Environmental Advisory Group, including agenda planning and preparation, taking the minutes, assembling relevant papers, setting up a schedule of external inputs into the group and ensuring that any follow-up action is taken;
2. Produce high quality research, analysis and insight into policy areas related to Laudato Si, as identified by the Environmental Advisory Group;
3. Audit and collation of current parish and diocesan response to Laudato Si with the aim of promoting of good practice and success stories
4. Investigating at a Diocesan level the financial response to Laudato Si' in areas such as divestment and clean energy and engaging with relevant people to promote ambition in these areas.
5. Promote existing resources for the Catholic community to support the implementation of Laudato Si such as the CBCEW commissioned Café materials.
6. Provide other *ad hoc* duties that may arise.

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.

Person Specification

The Project Manager shall:

- Be sympathetic to and have an understanding of the Catholic Church, its structures and its culture;
- Be committed to the issues raised in Laudato Si
- Have demonstrable experience of working at a similar level and proven research, administrative and project management skills;
- Have very high professional standards of work, including a consistent attention to detail, complete reliability and accuracy, and a constant commitment to excellence;
- Have access to confidential information, requiring absolute discretion at all times;
- Demonstrate a high level of ability to organise and prioritise work;
- Have excellent written and verbal communication skills;
- Have excellent interpersonal skills;
- Have a proficient knowledge of IT and a good working knowledge of standard Microsoft Office software.

¹ The Environmental Advisory group's purpose is to gather information and provide a practical response to Laudato Si which can be adopted by dioceses, parishes and schools. The group is chaired by Bishop John Arnold, Spokesperson for the Environment for the Bishops' Conference.

TERMS AND CONDITIONS

- The employer is the Catholic Trust for England and Wales.
- The place of work is 39 Eccleston Square, London SW1V 1BX.
- The hours of work are 35 hours a week 9am to 5pm, with an hour for lunch. However, IF the post involves working out of hours and at the weekend, time off in lieu will be awarded by the employer.
- This is a two- year fixed term contract.
- The salary for the role will be circa £25k.
- There is a CATEW pension scheme. This is a group personal pension plan. You will be auto-enrolled on commencement of the employment.
- Annual leave entitlement is 25 days per full calendar year, plus public holidays. In addition, the office will be closed over the Christmas and New Year period from 24th December to 2nd January inclusive (if more days are required to accommodate the office closure you will have to use some of your annual leave), and Holy Thursday.