

CARITAS SOCIAL ACTION NETWORK JOB DESCRIPTION

Membership Co-Ordinator (Maternity Cover)

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| JOB TITLE: | Membership Co-Ordinator |
| LOCATION: | Secretariat of the Catholic Bishops' Conference of England and Wales |
| CONTRACT: | 6 Months with possible extension |
| SALARY: | £25,000 per annum pro rata |
| HOURS: | 37 hours per week |
| ACCOUNTABLE TO: | The Director |

PURPOSE OF POST

The main purpose of the post is to

- a) Raise awareness of Catholic social action and the contribution made towards meeting need, the provision of care and services and the promotion of justice with identified audiences.
- b) Support member organisations in raising the profile and awareness of their own activities

KEY RESPONSIBILITIES:

The key responsibilities of the post are to:

- a) Provide a responsive, sensitive and accurate information service on behalf of Caritas Social Action Network (CSAN) and its member organisations
- b) Ensure that Catholic social action is promoted through co-ordinating CSAN activities focusing on the work of member organisations
- c) To develop recruitment campaigns and materials to target specific groups of new members in order to meet the needs of a wider group of organisations.
- d) To undertake research and approach potential contacts in target groups to investigate their needs and better understand how CSAN might meet them.
- e) Assist in the recruitment of new member organisations to CSAN
- f) Provide administrative and secretarial support to the CSAN special interest forums

- g) Be jointly responsible with the Administrator for development and management of the CSAN contacts database, particularly regarding contact lists for members, suppliers, key contacts
- h) Foster and promote effective internal and external communication and co-operation through newsletters and website
- i) Jointly with the Administrator manage the CSAN website and the relationship with CSAN's web and extranet designers and technicians
- j) To ensure all marketing materials are up to date and in line with the organisations brand and manage them in relation to design and print
- k) Provide support services undertaken by Caritas Social Action Network for projects within the Catholic Bishops' Conference Department of Christian Responsibility and Citizenship
- l) Ensure that Caritas Social Action Network's values, objectives, policies and standards are consistently adhered to and high quality work is produced
- m) Work systematically to monitor and guarantee the effectiveness and quality of services

Working Hours/Pattern of Work:

36 Hours per week

- a. Office hours are 9.30am – 5.30pm Monday to Friday.
- b. It is expected that the post will require some out of hours work e.g. evening meetings of various sorts, and occasional travel nationally.

Name:

Signed:

Date:

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KNOWLEDGE AND EXPERIENCE

Essential

1. At least two years' experience in a busy office environment
2. Sound working knowledge of Microsoft Office software packages
3. Working knowledge of basic publishing software
4. Experience of basic website management
5. A knowledge and understanding of the Catholic voluntary sector
6. Experience of servicing the needs of different stakeholders

Desirable

7. A knowledge and understanding of Catholic religious orders/communities
8. Experience of setting and managing project budgets

SKILLS, ABILITIES & APTITUDES

At a level appropriate to the position, candidates must be able to demonstrate:

- **Job Motivation**

Communicates a clear plan of action for the post
Is sensitive to the different constituent interests
Takes decisions & provides direction when appropriate
Enthuses & motivates others
Implements the values and philosophy of Caritas Social Action Network
Understands and accepts accountability to management and stakeholders

- **Promotion of Caritas Social Action Network**

Has networking skills
Recognises how best to promote Catholic social action
Builds collaborative relationships
Positively promotes the work of Caritas Social Action Network and its members

- **Communications skills**

Writes grammatically and in a concise and organised manner
Appears knowledgeable and confident in communicating information
Can address a wide variety of audiences
Shares information with others to help them perform their jobs
Listens actively and speaks clearly and directly

- **Interpersonal effectiveness**
 Has personal impact
 Is a team player
 Resilient, enthusiastic & energetic
 Gets things done
 Links to the team and member organisations –supporting and sharing experience and participating
 Generates enthusiasm for change

- **Problem solving capacity**
 Clearly analyses issues
 Can create and manage budgets
 Responds creatively to challenge
 Is decisive but seeks appropriate support
 Forward looking
 Gathers the right information
 Flexible
 Tenacious & patient

- **Individual and Organisational development**
 Has active interest in learning and self-development
 Has enabling and facilitating skills
 Continually focuses on providing a high quality service
 Sets high standards for self & others

- **Planning and Organising capacity**
 Translates strategy into targets
 Undertakes careful implementation
 An organised and systematic approach to work

ATTITUDES

- Firm commitment to Catholic Social teaching and Caritas Social Action Network's aims and values and to equal opportunity in all its aspects
- Focus on member organisations and wants to make a difference

CIRCUMSTANCES

- Able to work flexible hours as required including occasional evenings and weekends
- Able to travel regionally and nationally as required