



Notre Dame de France

Church for French Speaking Catholics

Pastoral Assistant

Job Description

Location	Notre Dame de France, London WC2H 7BX
Reports to	Rector of Notre Dame de France
Aim of the Job:	Support the Rector in its role and foster Notre Dame de France Mission in its different dimensions: Liturgy, Catechesis and Sacramental Preparation, Service of the Poor, Evangelisation.

RESPONSIBILITIES

Events Management and Parish Life

1. Advance the **West End Mission** programme especially, the Spirit in the City festival
2. **Director of Music:** coordinate and support the different choirs of Notre Dame de France – ensure the musical animation of the different Masses.
3. Work with the Rector and the Pastoral Council on the **yearly theme** and support its implementation.
4. In conjunction with the Finance officer to maintain good financial management, including planning and managing of the budget of the different events, especially the Spirit in the City Festival.
5. Support the task of raising funds for specific projects.
6. Help coordinate pilgrimages and other Parish events

Communication

7. Working closely with the Parish Operation Manager, deliver an effective and efficient communication system – exchange of information through website, email, social media and personal relationships.
8. Use and promote the artwork and the beauty of the church building as an evangelization tool for visitors and passer-by.
9. Explore possibilities and advance ideas for new ways of reaching out to people in the West End by means of visual and performing arts.

Networking

10. Recruit, train and manage volunteers in the programme and activities.
11. Facilitate collaboration between the faith communities in the West End and other groups and movements in the Diocese and beyond.
12. Develop and maintain networks and relationships between interested groups and individuals.

This document describes the main elements of the job. It is a guide to the standards and main duties as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. This document is subject to review on an on-going basis.

Pastoral Assistant

- Person Specification -

PERSON SPECIFICATION

Christian commitment:

- ◇ have a deep understanding and commitment to the mission of the Catholic Church
- ◇ Knowledge of the London's catholic landscape
- ◇ Knowledge and appreciation of the Marist Spirituality

Experience required.

- ◇ Proven ability to work in a team and organise events
- ◇ Play a leadership role during events/activities
- ◇ Office Administration
- ◇ Working with volunteer groups
- ◇ Budget management

Competences required

- ◇ Ability to organise and lead meetings
- ◇ Ability to work with and in a team and to network effectively
- ◇ Good organisational skills, resourceful and self-motivated
- ◇ Excellent communication skills both orally and in writing in both English and French
- ◇ Excellent people and relationship management skills
- ◇ A self-starter who is able to work collaboratively and creatively
- ◇ Good project management skills along with excellent time management and prioritisation skills
- ◇ Ability to attend, where necessary, commitments outside normal office hours.
- ◇ Ability to work in a multicultural and multilingual environment.
- ◇ Familiar with the use of social media

Qualifications required

- ◇ A high level of computer literacy