



# THE ARCHDIOCESE *of* BIRMINGHAM

**Job title:** Parish Mission & Formation Co-ordinator

**Terms:** Permanent/full-time, all year round, 40 hours per week (flexible, including evenings and occasional weekends)

**Location:** Across parishes of the Birmingham East Cluster

**Serving:** The Divine Mercy Partnership

**Reporting to:** Designated Parish Priest (Cluster Line Manager), working in consultation with the clergy of the Birmingham East Cluster

**Salary:** £37,440 pa

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## About us:

The Archdiocese of Birmingham is a unique registered charity covering a wide geographical area that extends from Leek in North Staffordshire down to Sonning Common on the Oxford/Berkshire Border, comprising 217 parishes and 236 schools. The vision of the Archdiocese of Birmingham is to be a Catholic diocese which is faithful to the mission entrusted to us by Jesus Christ, full of missionary disciples who work together co-responsibly in vibrant communities of faith, joyful in their service of God and neighbour.

## Purpose of the Role:

To support the parishes of the Birmingham East Cluster in becoming increasingly missionary, outward-looking, and evangelising communities. The post holder will help move parish life beyond maintenance towards active mission by supporting evangelisation, faith formation, volunteer development, and community outreach across the cluster.

The role combines practical coordination with vision-building, helping clergy and lay leaders develop and implement strategies that foster discipleship, invite new people into the life of the Church, and strengthen ongoing faith formation for both adults and children.

## Key Responsibilities:

1. Mission & Evangelisation
  - Support the development and implementation of a missionary vision across the cluster
  - Help parishes become more invitational and outward-facing in their engagement with local communities
  - Encourage a culture of evangelisation alongside sacramental preparation
2. Alpha and Evangelisation Pathways
  - Ensure that Alpha courses are offered regularly across the cluster
  - Coordinate volunteers, venues, and logistics to ensure courses are well run
  - Support follow-on pathways for participants into parish life

3. Children's Faith Formation
  - Establish and coordinate a cluster-wide model of parish-based formation for children preparing for Reconciliation and First Holy Communion
  - Organise multiple weekly sessions across locations to ensure accessibility
  - Recruit, support, and coordinate catechist volunteers
  - Help ensure consistency and quality of delivery
4. Adult Faith Formation
  - Support the coordination and delivery of RCIA processes
  - Build relationships with candidates and catechumens
  - Encourage integration into parish life beyond the sacraments
5. Volunteer Development
  - Help recruit, organise, and support volunteers across parishes
  - Encourage a culture of shared responsibility and lay leadership
  - Assist teams in identifying roles and training needs
6. Cluster Events & Outreach
  - Organise key missionary and community-building events, such as:
    - A cluster-wide summer celebration
    - A Christmas community event (e.g. Living Nativity)
    - An annual cluster retreat
  - Use events as opportunities for evangelisation and invitation
7. Vision & Strategy
  - Support clergy and lay leaders in vision development and strategic planning for mission
  - Assist with implementation of agreed priorities and initiatives
8. Schools & Partnerships
  - Work collaboratively with clergy, parish teams, and local Catholic schools in supporting children's catechesis and faith development
9. Fundraising Support
  - Support initiatives to strengthen parish fundraising capacity in ways aligned with mission and outreach priorities

### **General:**

The post requires flexible working hours, including evenings and occasional weekends, in line with parish activities and events.

The role involves working across multiple parish communities and requires the ability to build relationships, work collaboratively, and adapt to different contexts.

### **Code of Conduct**

Conduct yourself in a manner that reflects the values of the Catholic Church, demonstrating high levels of personal integrity and professionalism. Adhere to the Diocesan Code of Conduct at all times.

## **Data Protection**

Handle personal data safely in line with Diocesan data protection policies. Report any data breaches, subject access requests or concerns immediately to your line manager or the Data Compliance Manager.

## **Health and Safety**

Adhere to all Diocesan Health & Safety policies and procedures, to ensure a safe working environment.

## **Safeguarding**

Comply with Diocesan Safeguarding procedures and uphold a commitment to a safe and welcoming environment for all. The successful candidate will be required to undergo appropriate safeguarding checks.

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## **Person Specification:**

### **Essential**

#### Faith & Mission

- An active Christian faith and commitment to the mission of the Catholic Church
- A clear understanding of evangelisation and discipleship in a parish context
- Ability to help parishes move from maintenance to mission

#### Leadership & Collaboration

- Ability to work collaboratively with clergy, lay leaders, volunteers, and schools
- Strong team-working skills and the ability to build positive relationships across multiple parish communities
- Ability to motivate, support, and coordinate volunteers

#### Organisation & Delivery

- Strong organisational and planning skills
- Ability to manage multiple projects, locations, and schedules
- Experience of organising events, courses, or programmes
- Ability to ensure initiatives are followed through and delivered well

#### Communication

- Excellent interpersonal skills
- Confident speaking with individuals and groups
- Ability to communicate vision clearly and encourage participation

#### Formation & Evangelisation Experience

- Experience of involvement in faith formation, catechesis, or evangelisation initiatives (e.g. courses, parish programmes, outreach)
- Ability to work with both adults and children in a formation context

## Personal Qualities

- Initiative and self-motivation
- Flexibility and adaptability
- Reliability and resilience
- Sensitivity and pastoral awareness

## Practical

- Willingness to work flexible hours, including evenings and occasional weekends
- Good IT skills (email, basic office systems, communication tools)

## **Desirable**

- Experience of running or supporting Alpha or similar evangelisation courses
- Experience of RCIA or adult faith formation processes
- Experience of working in a parish or diocesan setting
- Experience of volunteer coordination
- Experience of working with Catholic schools
- Experience in event planning or community outreach initiatives