



**The British Section of Pax Christi the international Catholic movement for peace is seeking to employ a Director. This vacancy has come about because of the planned retirement of the current General Secretary**

### **Here you will find**

- Background on Pax Christi and purpose of this job
- Key Responsibilities
- Key terms of employment
- Personal Specification

### **Background to Pax Christi and the job**

Pax Christi is an international Catholic peace-making movement, based on the gospel and inspired by faith and Catholic Social Teaching. Our vision is of a world where people can live in peace and without fear of violence, in all its forms. We believe in the power of prayer, reconciliation, forgiveness, justice and nonviolence and in the right to live in a culture which promotes these values and treats the whole of God's creation in a respectful and just manner. Pax Christi works within the Church and wider society to bring about a culture of peace. We work with other individuals and organisations to bring the Peace of Christ to all who long for a better world and are willing to put peace into action.

**Purpose of Job:** To be responsible for developing, implementing and co-ordinating the work of Pax Christi in line with the strategic plan set in conjunction with the Executive Committee. To enable the Catholic peace movement in England and Wales to grow and flourish. The post-holder will be a committed Catholic

- Applications on a job share basis considered.

**Responsible to:** The Executive Committee

### **Key Responsibilities**

- To take overall responsibility for the day-to-day management of Pax Christi and its staff, building an effective overall staff team and directing the work they undertake.
- To coordinate fund-raising to ensure Pax Christi has appropriate funding for its work, especially our national annual outreach and fundraising event, Peace Sunday.
- To promote the vision, values and ethos of Pax Christi through on-going programmes, one-off projects and outreach work, including regular acts of public witness and one-off events

- To develop and support the membership of Pax Christi through regular communications, meetings, workshops and the development of materials for use by members.
- To undertake media and other communications work to promote the work of Pax Christi and its underlying values, vision and ethos.
- To review the way Pax Christi works and is structured and to implement a still developing strategic plan in conjunction with the Executive Committee.
- To liaise closely with and service and support the work of the Pax Christi Executive Committee and Pax Christi's Archbishop President, in conjunction with the Administrator.
- To encourage the Catholic Bishops' Conference, Church leadership, and religious congregations, to promote peace-making as a key element of Catholic life and to be in communication with them on the work of Pax Christi and its core issues of concern.
- To manage the relationship with, and support the work, of Pax Christi International.
- To ensure Pax Christi representation and support for the work of appropriate networks and coalitions in line with the values and ethos of Pax Christi and the strategic plan.

## **Key terms of employment**

- Salary will be in the range £38,000 to £42,000
- Core 35 hour week (09:00-17:00 Monday to Friday excluding lunch)
- 30 days paid leave per year plus public holidays
- Contribution to a personal pension plan of 6% of gross salary
- All new employees undergo a six month probationary period
- Applications on a job share basis considered.

## Person specification for role of Director

### Experience

Essential	How will this be assessed?
Experience of public speaking and of working with print and broadcast media	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Examples of articles</li> </ul>
Experience of servicing and working with governing bodies	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of working with the networks and structures of the Catholic Church	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of contributing towards and delivering an organisation's strategic plan	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of managing organisations- including budgets and line management	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of managing change in an organisation	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Demonstrate sympathy with and involvement in peace organisations.	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>•</li> </ul>
Desirable	
Experience of managing successful funding applications	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Experience of developing liturgical resources	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Work samples</li> </ul>
Experience in developing relationships with peace organisations and working in partnership with a range of other organisations	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of working within a membership organisation	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Experience of working internationally or with an international organisation	<ul style="list-style-type: none"> <li>• Applications Form</li> <li>• Interview</li> </ul>
Experience of event management	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience of using social media and other digital channels to promote the vision and work of an organisation	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

### Skills and abilities

Essential	How will this be assessed?
Excellent spoken and written communication skills in English	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Presentation Exercise</li> </ul>
Flexibility in how work is approached in order to balance resources and timescales for projects	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
The ability to manage a team and delegate effectively	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
The ability to juggle many competing priorities	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
The ability to deal with operational details, have a hands-on approach when the need arises.	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

The ability to think strategically	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Proven networking skills	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Proven project management skills	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Competent user of Microsoft Office (Word, PowerPoint)	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Desirable</b>	
Competent user of Microsoft Excel	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

## Personal Attributes

<b>Essential</b>	
Personal Integrity	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Sympathy with the mission and ministry of the Catholic Church	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Commitment to the values and ethos of Pax Christi	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Willing and able to work unsocial hours as and when required and to travel as necessary	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Willingness to undertake team tasks when this is needed to achieve an objective	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>



[www.paxchristi.org.uk](http://www.paxchristi.org.uk)

September 2018