

Personal Specification – Officer for Adult Education and Evangelisation

PERSON SPECIFICATION

Candidates need to be faith-filled practising Catholics and skills in the following areas should be demonstrated:

Have an understanding of:

- Key teachings of the Catholic Church
- Key ideas relating to evangelisation and catechesis including new developments in these areas

Skills and Attributes

- Outstanding skills in communication and giving presentations both virtually and in person
- Informed sense of responsibility as a person working in a professional capacity for the Church
- Be able to work as part of a team and independently.
- Be able to use own initiative and be open to developing new ways of working
- Be visionary, demonstrating the capacity to be imaginative & creative.
- Be able to manage time effectively and work flexible hours including evenings and weekends.
- Have energy, enthusiasm and a sense of humour.

Have strong

- Up-to-date IT skills including the Microsoft Office 365 package and social media platforms.
- Interpersonal skills.
- Capacity for empathy and engagement with parishioners, clergy, and religious orders.
- Capacity for discernment.