

# Executive Director Catholic Trust of England and Wales (CaTEW)

**Line Manager:** General Secretary

## **Role Purpose:**

To provide executive leadership to the Bishops' Conference of England and Wales secretariat. The Bishops' Conference of England and Wales is the permanent assembly of Catholic Bishops in these countries. It is a formal expression of the collegiality of the Bishops and through its work, they proclaim the Gospel to the people in our countries.

The Director will work alongside the General Secretary in developing a centre of knowledge and capability to coordinate development of strategies, policies and practices to help Bishops' mission within their dioceses. S/he will provide a single point of contact with CAFOD, CSAN and the CES agencies of the Bishops' Conference.

## **Key Responsibilities:**

### **Oversight, Coordination and Integration, working with the General Secretary**

- To recruit, motivate and retain talented people to continuously develop the capability of CaTEW in responding to the Bishops' priorities;
- To develop and communicate deep knowledge, understanding and commitment to mission in England and Wales;
- To work with colleagues across CaTEW to provide professional excellence across all disciplines in support of the Bishops and their defined mission;
- To develop an effective secretariat fully integrated across disciplines, sharing knowledge generously and creating a strong missionary motivation to deliver;
- To develop individual, team and organisational knowledge and capability, and translate into compelling policy and practice consistent with proclaiming of the Kingdom of God across England and Wales;
- To support the General Secretary in his role as Company Secretary of CaTEW, by ensuring that the Board of Trustees is properly advised of the work in the Secretariat.

### **Evangelisation and Interfaith, coordination and integration of subject matter specialists**

- To integrate evangelisation, catechesis, interfaith relationships, Christian unity, liturgy and patrimony to communicate the joy and hope of the Gospel within an authentic and distinctive Catholic tradition to all faiths and all people of good will;
- To support the work of the Secretariat in continuously improving knowledge of Church teaching across England and Wales, including for sacramental preparation;
- To develop understanding of the Catholic heritage and culture of England and Wales as core to evangelisation;
- To professionalise historic building management and support dioceses to identify and secure conservation funding for building restoration aligned to the Catholic Church Ecclesiastical Exemption;
- To oversee interfaith dialogue and understanding between Christian traditions, other faiths and those who profess no faith;

### **Social Justice, coordination and integration of subject matter specialists**

- To ensure that Bishops are provided with knowledge and insight, enabling them to respond to emerging issues of national and international importance to the Church.
- To communicate the Gospel message in the context of the lived experience of the people of England and Wales and develop and implement mechanisms for translating Church teaching into pastoral practice;
- To develop an integrated external affairs capability informed by a dedicated social research team to develop knowledge and understanding to enable Bishops to respond to emerging pastoral issues;
- To develop an understanding of the contribution the Catholic Church in England and Wales makes as part of the Universal Church both to other Bishops' Conferences and the Holy See.

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## Person Specification

### Essential:

Competency	Criteria	Assessment
Broad and deep knowledge and experience of working with the Catholic Church in effective partnership with clerical and lay colleagues	<ul style="list-style-type: none"> <li>• Demonstrates passion for the work of the Catholic Church's mission in England and Wales</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates a sustained track record of communicating the work of the Catholic Church with legislators, influencers and the faithful in partnership with the Church hierarchy	<ul style="list-style-type: none"> <li>• Provides examples of a well-developed network and effective engagement and influence with a broad community of legislators, influencers and Church hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> </ul>
Thinks and works systematically and analytically, making and delivering outcome driven operational plans	<ul style="list-style-type: none"> <li>• Provides examples of positive strategic and tactical outcomes with supporting evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates significant experience of agreeing and achieving performance against budgets	<ul style="list-style-type: none"> <li>• Provides examples of agreeing budget setting timetables and achieving performance against budget</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates a track record of building, developing and motivating outcome focused teams.	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates a track record of successfully influencing peers and external board members to deliver improved outcomes	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Demonstrates a collaborative relationship building style with colleagues, clergy and stakeholders	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Summarises and communicates information effectively to colleagues	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• CV</li> <li>• Interview</li> </ul>
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> <li>• Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>