

Welcome



Carol Hill
Director,
Catholic Care

Thank you for your interest in joining Catholic Care. This is an exciting opportunity to join a passionate and values-driven charity with a rich history and vibrant future, making a real difference to people in need across Yorkshire.

In this brochure you will find information about our charity, how we value our employees and the work we do, as well as details of the role you are interested in, and how to submit your application.

Catholic Care's aim is to support, through practical services, anyone disadvantaged in Yorkshire, regardless of their faith. As a result of the way our charity has developed over the past 160 years, we today offer a wide range of regulated services and a growing number of other provisions in the community.

I believe we are still operating – and indeed expanding – after such a long time because we respond flexibly and creatively to not only the needs of people today but also to the needs of tomorrow. We are underpinned by our Values, rooted in Catholic Social Teaching, which give us an inspiring vision of how Society can be better for all. It is testimony to our success that in 2023 the Bishop of Leeds entrusted Catholic Care with the role of 'Caritas agency' in the Diocese, co-ordinating the Church's practical outreach to the marginalised.

We are a medium-sized charity operating with an annual turnover of circa £6million. We are highly efficient, spending 99% of our income directly on caring for those in need. Being medium-sized means we have good infrastructure in place for the support and development of our staff and volunteers, whilst retaining a family feel that values individuals and has a person-centred approach.

I hope you will consider joining and enriching our team. Please do get in touch if you have anything you would like to discuss. We look forward to hearing from you.

A handwritten signature in black ink that reads "Carol Hill".

Registered in England and Wales
Company No. 1633737
Registered Charity No. 513063



What Catholic Care Does

Our charity was founded in 1863 to care for children and grew in response to the social challenges resulting from the Industrial Revolution.

Over 160 years later, some 200 staff and volunteers continue reaching out to those in need through a diverse range of services, including:

- Children's Residential Care Service
- Schools, Children and Family Wellbeing Service
- Adult Learning Disability Service
- Older People's Services including Extra Care
- Mental Health Supported Living Service
- Community Projects including a baby bank, older people's social groups, counselling, community market foodbank, refugee support, and coaching

We were founded and continue to be run on Christian values. We provide services for, and employ, people of all faiths or no faith at all.

Our Mission

To offer practical services and support to anyone who is disadvantaged, vulnerable, or marginalised.

Our Values

Our values are what drive everything we do. They help us to make decisions about what we do, how we do it, and who we do it for.

Our values

Community

We believe in encouraging individuals to value each other and by empowering people to take action together for the common good.

As a result, we aim to establish a sense of community and 'family' that promotes feelings of belonging and self-worth.

Equality

As an organisation that celebrates diversity and values relationships built upon mutual respect, we strive to offer inclusive services, without discrimination.

This means that anyone in need can access our services and everyone is guaranteed a warm welcome.

Compassion

We offer understanding and empathy and work in partnership to improve the physical, spiritual and emotional well-being of the people we encounter.

Care

We aim to deliver the highest standards of care to anyone who is disadvantaged, vulnerable or marginalised, regardless of their faith.

By making their interests our priority, we seek to enrich their lives, meet their needs and support their independence.

Dignity

Each and every person has the right to enjoy freedom, choice and respect.

We take care to create services that reflect people's preferences and respect their privacy and dignity at all times. So they each receive the personalised support that they need to enjoy rich and independent lives.

Justice

We aim to be fair and just in all our dealings with people, from those using our services every day, to our employees and volunteers.

We also believe in open and honest working practices and aim to make a positive difference to those around us.



Working With Catholic Care



Where We Work

Catholic Care's Head Office is in Headingley, Leeds. However, our work spans across the Catholic Diocese of Leeds which includes most of West Yorkshire and parts of North Yorkshire.

Some of our staff and volunteers work at a specific site or sites.



When We Work

Because of the diverse range of services offered by Catholic Care, employees' working hours vary considerably. Some of our teams allow for non-standard hours or part-time employment. Where appropriate, we consider requests for flexible work patterns, including term-time only.



Equality, Diversity, and Inclusion

Catholic Care is an Equal Opportunities employer and, in compliance with equality legislation, we will not discriminate on any grounds, particularly age, gender, gender re-assignment, race, religion, sexuality, disability or cultural or ethnic background. We encourage applicants from diverse backgrounds, communities, and identities, including those under-represented in the Charity. Our [Equality and Diversity Policy](#) can be found on our website. Whilst we are a Catholic-Christian charity, we provide services to people of all faiths and none, and also employ people of all faiths or of no faith at all. To help us monitor the effectiveness of our recruitment we may ask you to complete a diversity and equality questionnaire; data is completely anonymous, is stored confidentially by our HR Department, and will not be seen by any Selection Panel.



Safer Recruitment

Catholic Care is committed to the highest standards of Safeguarding the wellbeing of our staff, volunteers, and those we offer services to. Depending on the role applied for, you may be required to undergo a criminal records check. Our [Safe Recruitment and Selection Policy](#) can be found on our website.

Benefits of Working for Catholic Care

Working Culture

- A welcoming and supportive workplace
- A variety of flexible contracts to help you balance your work and home life
- Comprehensive induction programme
- Learning and professional development opportunities
- Regular supervision
- Staff forums and support groups
- Be part of a team making a real difference to people's lives

Money

- A competitive salary that is reviewed annually
- Workplace Pension: Catholic Care makes up to an 8% contribution
- Sickness Pay
- Death-in-Service Benefit (life insurance cover)
- Interest-free loans
- Employee Referral Bonus Scheme

Annual Leave

- Generous annual leave allowance starting at 23 days rising to a maximum 28 days (full-time staff), plus Bank Holidays and discretionary days
- An extra 3 days' leave after 5 years' service

Health and lifestyle

- Health Cash Plan
- Cycle to Work Scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Confidential counselling service

We are proud to be recognised as

- Investors in People
- a Mindful Employer

How to Apply

Check the Job Description and Person Specification

You will find these at the end of this brochure. Please be aware of these criteria when completing the application form, and note any specific information that might be required for certain posts. We strongly recommend you look at Catholic Care's website and social media before starting the application form to grow your awareness of the Charity.

Complete the Application Form

Our application form is an interactive PDF document that allows users to enter text in form fields without the need for PDF-editing software. You can download the application form from the [jobs section of our website](#), and then submit the form through the website, via email, or by post.

Requirements

You will require an existing right to work in the UK for us to progress your application. At the present time Catholic Care does not offer sponsorship to applicants from outside the UK.

You may be asked to provide: proof of your identity; a declaration about any unspent criminal convictions; a statement of any specific access, support, or health needs you have.

If the post you are applying for requires letters of reference, we will not approach referees until you have been provisionally offered employment.

You may be asked to complete a voluntary diversity and equality questionnaire to help us monitor the effectiveness of our recruitment.

Any Questions?

If you have any questions about completing the application form or the recruitment process, please contact the HR Team:

recruitment@catholic-care.org.uk

Tel: 0113 3885400

Human Resources Team

Catholic Care, 11 North Grange Road, Headingley, Leeds, LS6 2BR

Background to this Post

Caritas = Love in Action

In 2012 the pope asked every diocese in the world to establish a Caritas service if they didn't already have one. Every country and diocese organises its Caritas service differently according to local circumstances.

In 2017 Bishop Marcus Stock launched Caritas Leeds as an umbrella forum bringing together many different groups providing charitable outreach to the poor in our diocese.

Thanks to the good work done by the then coordinator for Caritas Leeds, Rev. Dr. Joseph Cortis (a deacon of the diocese) the service developed to the point where Bishop Marcus decided it needs additional support to make it even more effective.

In 2023 Bishop Marcus designated the charity Catholic Care as Caritas Leeds. With 160 years' experience of caring for those in need, Catholic Care has the resources to coordinate and enhance the Church's service among the marginalised.

Taking Caritas Leeds Forwards

As Caritas Leeds, Catholic Care has been charged by Bishop Marcus with the task of supporting and enhancing – not replacing or taking over – the various charitable projects already being done by many Catholic groups and parish projects in the Diocese. Like them, Catholic Care will continue to operate and be responsible for its own services, with the additional task of coordinating a network of charitable activities across the Diocese.

Going forwards

- Parishes, groups, and charities will still run their own initiatives, and have oversight and responsibility for them. Those that want to be part of Caritas Leeds (and we hope all of them will) will need to sign up to a **code of mutual understanding and good practice** and can then draw freely on the resources made available by Catholic Care.
- Catholic Care will convene a **forum** where representatives from groups, parishes, chaplaincies, and diocesan agencies come together for spiritual formation and practical planning. The forum will identify needs, discuss collaborative projects, and grow in understanding and living-out of Catholic Social Teaching. Working together we'll be able to encourage good practices, provide guidance and training, and support each other's charitable initiatives.

- Charities and groups that are already members of Caritas nationally (such as the SVP and PACT) will continue operating distinctly, but will be welcome to join the forum.
- Parish and other Catholic initiatives that have joined the forum are encouraged to use the Caritas '**branding**', which is recognised worldwide as a sign of the Church's loving care. A badge/logo will be available: 'Member of Caritas Leeds'. This will help us build a sense of identity and collaboration as a Diocese.
- Catholic Care will employ (subject to funding being secured) a **Caritas Coordinator** whose role will be a point of contact supporting the delivery of charity ('caritas') across the Diocese. Through the Coordinator, Catholic Care will provide resources to forum members, including:
 - A toolkit that advises parishes/groups on topics such as safeguarding, banking, health and safety, and liability insurance.
 - DBS clearance (where not already available through local channels)
 - Banking facilities
 - Support with gift aid

Job Description –

Job Title Caritas Leeds Coordinator	
Hours Part time 15 Hours per week	Salary £11,250 per annum
Location Head Office / Home	Reports to Director / CEO
Job purpose	
<p>To lead and support the development of Caritas (works of charity) in the Diocese of Leeds, as entrusted to Catholic Care by the Bishop of Leeds.</p> <p>To encourage social action across the Diocese of Leeds, working with parishes, schools, religious communities, chaplaincies, local charities, and other partners, capacity building to promote the development of volunteer-led initiatives across the Diocese.</p> <p>To be visionary in coordinating a Forum of Caritas Leeds member organisations who have signed-up to a code of mutual understanding and good conduct. The Forum will provide spiritual inspiration and practical guidance for the delivery of charitable projects in the Diocese.</p> <p>To be a point of contact between Catholic Care and Caritas Leeds members and prospective members. This will involve signposting to colleagues within Catholic Care, as well as maintaining and developing a toolkit resource giving members guidance on issues such as banking, safeguarding, health and safety, liability insurance, etc.</p> <p>To work with the Director / CEO and Senior Management Team in strategically and sustainably developing Catholic Care and Caritas Leeds projects across the Diocese.</p> <p>To be a point of reference for promoting Catholic Social Teaching and Action within Catholic Care and Caritas Leeds Forum.</p>	
Key responsibilities	
Strategic	<p>Working with the Strategic Leadership Team and Caritas Leeds Forum members to lead in the delivery of strategies for Caritas Leeds services.</p> <p>Lead on a new service from inception to delivery, and ongoing monitoring, evaluation, and quality assurance.</p> <p>To promote Safeguarding at all times, reporting to the Charity's Designated Safeguarding Lead and directing Caritas Leeds Forum members to the appropriate Safeguarding channels.</p>

<p>Operational</p>	<p>To be the first point of contact for Caritas Leeds Forum members and prospective members seeking advice and support, including signposting and maintaining a toolkit for members.</p> <p>To coordinate and encourage (but not deliver) the services of the Caritas Leeds Forum (spiritual, practical, educational, administrative).</p> <p>To represent Catholic Care/Caritas Leeds as required at local, diocesan, and national level, including liaison with Caritas Social Action Network (CSAN).</p> <p>To facilitate collaboration between Catholic Care and Caritas Leeds Forum members where appropriate, whilst respecting the distinctiveness of each. This will include encouraging cooperation between Catholic Care's managers (such as Communities, HR, and Communications) and Caritas Leeds Forum members in publicising one another's services and needs.</p>
<p>Quality assurance</p>	<p>To manage quality assurance through a process of feedback, monitoring, and evaluation.</p> <p>To receive and/or undertake supervision and performance and development reviews with relevant staff.</p> <p>To provide Caritas Leeds Forum members, diocesan agencies, and Catholic Care colleagues with support to ensure they are successful in their roles as regards Catholic Social Teaching and Action.</p>
<p>Staff development</p>	<p>To contribute to the Continued Professional Development of self and staff within Catholic Care and the Caritas Leeds Forum, especially with regard to Catholic Social Teaching and Action, and the values and ethos of Catholic Care.</p> <p>To ensure that staff and volunteers within the Leeds Caritas Forum are compliant with mandatory training and requirements including Safer Recruitment, health and safety, etc.</p>
<p>Additional duties</p>	<p>It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.</p>

Other expectations	
Confidentiality	<p>It is expected that all Catholic Care employees will understand that much of our work, and that of Caritas Leeds Forum members is sensitive, and they are likely to encounter personal information about employees and service-users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal and corporate data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director / CEO.</p>
Values & Practice Principles	<p>The nature of the job requires the successful candidate to be a practicing Catholic with a strong faith commitment (this is a Reserved Post within the definitions of the 2010 Equality Act).</p> <p>The person who holds this position is expected to be familiar with, and have regard to, the Values of Catholic Care and work within that framework. They must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.</p>
Qualifications & Experience	<p>The person appointed to this position will satisfy the criteria identified in the Person Specification.</p>
Safeguarding	<p>Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk, regardless of gender, ethnicity, disability, sexuality, or beliefs. We are committed to ensuring Safeguarding practice reflects statutory responsibility, government guidance, and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.</p> <p>All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.</p>

Person Specification

Depending on the post, candidates will be expected to evidence the following in their application and/or at interview.

Job Title		Caritas Leeds Coordinator	
Location	Head Office / Home	Reports to	Director/CEO
Qualifications	Educated to degree level or equivalent.	Essential	Desirable
	Specialist qualification in Theology, Pastoral Ministry, or similar Church or voluntary activities.		✓
	Management & Leadership qualification or recognised training, or able to demonstrate significant experiential learning.		✓
	Full Driving License and access to own car.	✓	
Experience	Experience of community development and collaborative working.	✓	
	A good understanding of working with faith-based groups, including local parishes.	✓	
	Work in a voluntary organisation.	✓	
	Providing Leadership in a charitable setting.		✓
	Management / Supervisory experience.		✓
	Developing and implementing new services.	✓	
	Working with local groups and stakeholders in a people-facing role.	✓	
Skills	Ability to work independently, and effectively within a team.	✓	
	Ability to communicate effectively, in both written and verbal forms, to make others feel involved.	✓	
	Ability to build and manage complex relationships with local groups and other stakeholders.	✓	
	Organisational skills.	✓	
	Appreciation of working in a faith environment.	✓	
	Ability to manage a high and fast-paced workload.	✓	
	Ability to use own initiative.	✓	
	Ability to evaluate and review job goals.	✓	
	Ability to respond innovatively to new areas of need.	✓	
	Ability to undertake research and sharing knowledge with colleagues.	✓	
	Ability to provide advice and consultancy.	✓	
	Ability to provide formation and training: planning, delivery, and evaluating.	✓	
Ability to motivate others.	✓		

		Essential	Desirable
Knowledge of	Catholic Social Teaching and theological/pastoral trends in the Church post-Vatican II.	✓	
	Safeguarding Policies and Procedures.	✓	
	Equal Opportunities.	✓	
	Community engagement and development	✓	
	The (Catholic) Diocese of Leeds, and groups involved in social action locally and nationally.		✓
		Essential	Desirable
Attitude	A practicing Catholic who is enthusiastic about Catholic Social Teaching and grassroots social action that prioritises the needs of the poor and marginalised.	✓	
	A working style that is flexible, adaptable, and committed.	✓	
	Outgoing, seeks out the key relationships.	✓	
	Willingness to work independently and effectively as part of a team.	✓	
	Responds innovatively to new ideas and approaches.	✓	
	Commitment to the mission and ethos and values of Catholic Care.	✓	
	Commitment to personal training and development.	✓	
	Demonstrate a 'can do' attitude.	✓	