



Roman Catholic Archdiocese of Liverpool

Marriage Preparation Coordinator

2-year contract working 14 hours per week

Salary £8,794.00 per annum

5 weeks holiday pro rata plus pension scheme

The Archdiocese of Liverpool are seeking to recruit a Marriage Preparation Coordinator in the Pastoral Formation Department based at the Liverpool Archdiocesan Centre for Evangelisation (LACE), Sefton Park, Liverpool. This is a newly created post to be worked over 2 days, ideally Thursday and Friday with flexibility to regularly work Saturdays as required.

The primary focus of the role is to provide full support to the Coordinator for Marriage and Family Life with the delivery of marriage preparation across the Archdiocese to include; being a first point of contact for parishes, couples and marriage preparation facilitators; delivering and facilitating marriage preparation courses and recruiting new marriage preparation providers.

The successful candidate must be a practicing Roman Catholic and have empathy with the ethos and mission of the Roman Catholic Church along with a commitment to the pastoral work undertaken by other team members in the department and across the wider parish communities.

The successful candidate must have;

- A good standard of education with excellent verbal and written skills
- Proven record of involvement with pastoral ministry (paid or voluntary capacity)
- Knowledge and understanding of the teaching and mission of the Church
- Strong communication skills with an ability to work collaboratively and independently
- I.T ability with Microsoft Word and Excel
- A non-judgemental approach, ability to engage others and flexibility to work weekends

Possession of the following would be advantageous;

- Trained marriage preparation facilitator or experience in marriage preparation
- Organisational and leadership skills with confidence to present a course
- Understanding of current church developments

To apply for this post, please contact Human Resources on 0151 522 1073

Alternatively, please download a full application pack from our website at;

www.liverpoolcatholic.org.uk/jobs

Closing Date: 12 noon, Thursday 7 September 2017

Interview Date: Thursday 28 September 2017

This post is not subject to an Enhanced Disclosure by the Disclosure & Barring Service

This application is covered by a genuine occupational requirement under The Employment Equality (Religion or belief) Regulations 2003, Section 7, subsection (2)