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Supporting and Developing the Work of CARJ

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The Catholic Association for Racial Justice (CARJ) wishes to appoint a full-time National Coordinator.

- to develop local and regional networks
- to support trustees, staff and volunteers and oversee the office
- to coordinate the work of CARJ nationally within a strategic framework set by the whole organisation
- to ensure that the voice of CARJ is heard in the Church and the wider society

We are looking for someone who knows the Catholic community and can operate comfortably within it, who can relate easily with people of all backgrounds and ages and who has the skill of enabling leadership, taking satisfaction from seeing others flourish.

We welcome applications from Black and other Minority Ethnic communities.

For further information and an application form contact: CARJ, 9 Henry Road, Manor House, London N4 2LH. Tel: 020 8802 8080 or email info@carj.freesserve.co.uk

Closing date: Thursday 12 October 2006

VOCATIONS

SALVATORIANI

Priests and Brothers, living in communities serving the Church, using our gifts and abilities to make Jesus our Saviour known. For further information about our life and work here in Britain and abroad please write to: Father Henry Nevin, SDS, Vocations Director, St Saviour's Presbytery, 96 The Crescent, Abbots Langley, Herts WD5 0DS.

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For further details please write to:
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www.larche.org.uk
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Diocese of Arundel & Brighton Pastoral Team

Working in partnership with the communities of our diocese

Adult Formation Adviser

The post holder will coordinate, promote, resource and develop catechetical and pastoral ministries throughout the diocese. S/he will have an understanding of teaching strategies appropriate for work with adult learners.

The person appointed will be based at the Christian Education Centre in Crawley.

Salary circa £22,000, dependent on relevant experience and qualifications, plus pension.

Closing date: 12 noon on Friday 13 October 2006.

Interviews are likely to be held during the week beginning Monday 23 October 2006.

For further details and for an application form, please contact:
Maria Dale/Sue Fellows,
The Christian Education Centre, 4 Southgate Drive, Crawley,
West Sussex RH10 6RP
Tel: 01293 515666 Email: dabcec@dabnet.org



Diocese of Arundel & Brighton Pastoral Team

Working in partnership with the communities of our diocese

Pastoral Support Coordinator

The post holder will provide leadership of the Pastoral Team and will coordinate and manage pastoral support and training throughout the diocese.

The person appointed will be based at the Christian Education Centre in Crawley.

Salary circa £30,000, dependent on relevant experience and qualifications, plus pension.

Closing date: 12 noon on Friday 13 October 2006

Interviews are likely to be held during the week beginning Monday 23 October 2006.

For further details and for an application form, please contact:
Maria Dale/Sue Fellows,
The Christian Education Centre, 4 Southgate Drive, Crawley,
West Sussex RH10 6RP
Tel: 01293 515666 Email: dabcec@dabnet.org



Diocese of Westminster
Chancery Assistant
(Fixed term for 6 months)

The Chancery Office at the Diocese of Westminster is responsible for the processing of marriage papers for couples where the Catholic party, at least, is resident within Westminster. The aim is to help and assist both priests and couples in what can be the quite complex preparation of marriage documentation.

A temporary Chancery Assistant is now required for six months to support the administrative running of the Chancery office, based in Archbishop's House, Westminster.

The main task will be entering a large number of marriage records on to the new Chancery Datacentre system. Once this task has progressed and/or caseload increases there will also be an opportunity to assist the Vice-Chancellor with the daily clearing of marriage cases which will include searching through records, filing and general office tasks.

Excellent administrative, organisational, communication and IT skills are required, together with a capacity for discretion, flexibility and the ability to work well as part of a small team.

Hours of work: 9am to 5pm Monday to Friday
 Salary: £7.05-9.00 per hour
 (negotiable according to experience)

Closing date: 6 October 2006
 Interview date: w/c 9 October 2006

For a job description, person specification and application form, please apply to:- Julie Dauncey, HR Department, Vaughan House, 46 Francis Street, London SW1P 1QN. Tel: 020 7798 9167 Email: juliedauncey@rcdow.org.uk or visit the jobs section of our website at www.rcdow.org.uk

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PERSONAL

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