



Catholic Union DIRECTOR

Job profile

After seven years of significant growth, the Catholic Union is seeking a new Director to help take the organisation into the next exciting stage of its development.

Are you a visionary leader who is passionate about the Catholic faith and the contribution it can make to society and the promotion of the common good? This is an exciting role for a hardworking and committed individual who is able to combine an aptitude for strong strategic thinking with a hands-on approach to leadership.

Our organisation

The Catholic Union of Great Britain was founded in 1870 to represent the views of lay Catholics to Government and Parliament. A major part of our work is educating parliamentarians and the public about those aspects of Catholic moral and social teaching that are relevant to issues of public policy.

Title:	Director
Role type:	Permanent
Hours:	Full-time, part-time and job share considered. Occasionally you may need to work additional hours; flexibly; in the evenings or at weekends
Salary:	FTE £46,000 – £56,312 (upper limit IPSA Scale 3)
Location:	Home based + regular work in Shepherd's Bush and central London
Reporting to:	Chair
Line Managing:	Deputy Director and three other colleagues
Closing date for application:	Monday 15 January 2024
Interviews in person:	Week commencing 22 January 2024

The ambition of the Catholic Union is to become an ever more effective voice for the role of Catholic moral and social teaching in the formulation of public policy to promote the common good.

There are two main aspects to the work and purpose of the Catholic Union:

The first is to inform the Catholic laity about relevant developments in politics and the life of the Church so they can fully engage in public life. We do this through regular briefings, lectures, events and webinars which reach several thousand people each year.

The second aspect of our work is to act as representatives for lay Catholics in politics and the media on issues ranging from social justice to education, from family life to religious freedom. We draw on the breadth and depth of experience of our members in responding to Government consultations, making submissions to Parliament and in our meetings with parliamentarians. We are also a regular voice in print and broadcast media.

What the role will involve

The role of Director of the Catholic Union will involve the following:

LEADERSHIP & GOVERNANCE

- Providing strong leadership and articulating the vision, mission and objectives of the Catholic Union.
- Managing and motivating the staff team and volunteers to achieve the shared vision of the Catholic Union, which will include overseeing the operation of our office.
- Representing the Catholic Union in various public contexts, which will include developing and maintaining relationships with key external partners and agencies.
- Managing the implementation of the Catholic Union's strategic plan, which will include developing and managing its annual operational plans to ensure they are the central drivers of the Union's work.
- Ensuring that the legal requirements of the Catholic Union and the registered charity (CUCT) are met, working alongside the Chair of the Union and the CUCT.
- Reporting to the governing body, on the activities and achievements of the Catholic Union, the progress being made in reaching its objectives and on changes in legislation, policy and other drivers of its work.
- Ensuring that members of the Council of the Catholic Union and the Trustees of the CUCT are kept abreast of changes in legislation, policy and other drivers of the Catholic Union's work.
- Participation in meetings of the governing bodies, and such other committees and chairing these as necessary.

COMMUNICATIONS

- Producing or assisting with the production of external and internal communications with proficiency in press/media relations.
- Representing the Catholic Union at events and in meetings with ministers and other parliamentarians.
- Producing the Catholic Union's Annual Report.

FUNDRAISING & FINANCE

- Helping to formulate and then being responsible for directing an ongoing fundraising programme with annual targets. Involving trustees and stakeholders in this strategy.
- Stewardship of our existing donors. Identifying new supporters in the form of individuals, trusts and foundations and leading on engagement with these.
- Leading in setting annual budgets, producing cashflow and management account reports in liaison with the Catholic Union's treasurers and the Audit, Assurance and Remuneration Committee.
- Managing the day-to-day financial control of payments (inc. salaries) under the supervision of the treasurers.

- Developing proficiency in the use of software used to maintain records of the Catholic Union's membership and donors.

What qualities the successful candidate will have

ESSENTIAL

- Excellent written and public speaking skills.
- Being a committed and highly self-motivated person with an ability to enthuse, inspire and motivate others to ensure that the objectives of the Catholic Union are achieved.
- The ability to work in a self-directed manner and as part of a team, including the ability to develop and maintain good working relationships with all stakeholders and partners.
- Excellent administrative, organisational and time-management skills.
- A highly professional approach to the fulfilment of their responsibilities.
- Experience of developing a fundraising plan and thereafter helping to implement it.
- The ability to work under pressure, managing competing priorities and ensuring that deadlines are met.
- Computer literacy in dealing with standard MS Office packages, including spreadsheets.

DESIRABLE/USEFUL

- Experience of marketing and promoting an organisation to increase awareness of and support for it.
- Experience of managing or helping to manage a charity, including having been the spokesperson for such an organisation.
- Experience of leading a small team of staff and volunteers.
- Experience of developing and implementing multi-year strategic and business plans.
- Sound financial awareness, including experience of managing and controlling budgets, resources, funding and audits.
- Experience of raising restricted and unrestricted funding with knowledge of key donors.
- Experience of staff management, including personal development and objective setting.

Application process

If you wish to apply, please send a copy of your CV and a covering letter, setting out how your skills and experience fulfil the needs of the role (no more than two pages), to jobs@catholicunion.org.uk

Please also confirm your availability for an interview in person in the week commencing 22 January 2024. If you have any questions in advance, please send these to the email address above. The closing date for applications is Monday 15 January 2024 at 6.00 pm.