



Caritas Coordinator Recruitment Pack

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Thank you for your interest in this post.

This Recruitment Pack is designed to help you with your application.
Please read it carefully before submitting your CV and covering letter.

If you have any questions that are not addressed in this pack,
then please contact hr@rcaos.org.uk.

Welcome



Thank you for your interest in joining Caritas Southwark.

As Chair of the Caritas Southwark Advisory Board, I'm delighted that you're considering the opportunity to become part of our team.

This is a vital role at the heart of our work across the Archdiocese of Southwark, and it's all about supporting communities and helping people put the Catholic faith into action.

Caritas Southwark brings together the work of three Commissions which work on behalf of the Archbishop: Caritas Southwark; Justice, Peace and Integrity of Creation; and the Commission for Promoting Racial and Cultural Inclusion. Together with parishes, schools and partner organisations, we work to respond to the needs of people experiencing disadvantage or injustice.

Our mission is to put the love of Christ into action by supporting others in their efforts to serve those most in need. Whoever joins us will be part of a small and committed team that is making a real difference to the lives of others. This role calls for someone who shares our values, enjoys working with people and is keen to develop the Church's social mission across our communities.

Thank you for taking the time to learn a little bit more about us. I hope the information in this pack gives you a sense of who we are and the work we are called to do. If you feel inspired to become part of our mission, then I very much encourage you to apply.

With every blessing,
Canon Victor Darlington
Chair of the Caritas Southwark Advisory Board

Role Overview

Role Title: Caritas Coordinator

Reports to: Director of Caritas Southwark

Place of Work: Bowen House, 59 Westminster Bridge Road, London, SE1 7JE, with hybrid working and regular travel across the Archdiocese

Salary: £35,000-£38,000

Hours: 35 hours per week, primarily over 5 days
Regular evening and weekend work will be required, with time off in lieu granted

Holidays: 34 days, inclusive of all bank and local holidays

Contract: Permanent



The Role

Community Engagement

- Developing and building strong working relationships with a diverse range of partner organisations across the Archdiocese.
- Fostering and sustaining good working relationships with parishes, clergy and Caritas Parish Representatives.
- Organising events, activities and opportunities to foster collaboration on social action initiatives relevant to our mission and strategic aims.
- Presenting and speaking at schools, parishes and partner organisations across the Archdiocese.
- Working closely with partner Caritas agencies and organisations, including the national Caritas Social Action Network.
- Deputising for the Director of Caritas at internal and external events when necessary.

Communications

- Managing the Caritas Southwark website and social media platforms.
- Monitoring and responding to communications to Caritas Southwark, including email, telephone and online.
- Developing publicity materials for events and initiatives.
- Writing and circulating departmental newsletters and communications.
- Working in partnership with the Archdiocesan Communications department to ensure that our communications initiatives align with and support the Archdiocesan communications strategy.

The Role

Data and Reporting

- Develop and manage a database to record and monitor the social action work taking place across the Archdiocese in line with our mission.
- Preparing research and reports on behalf of the work of Caritas Southwark and the three Commissions we represent.
- Mapping, monitoring and supporting the evaluation of activities of Caritas Southwark and initiatives working towards our aims across the Archdiocese, particularly at parish level.

Events and Meetings

- Plan and organise events, webinars and meetings for Caritas Southwark and our three Commissions.
- Organising, attending and minuting meetings of the Caritas Southwark Board of Advisors.
- Coordinate and support the organisation and publicisation of events both at the Cathedral and in parishes across the Archdiocese.



About You

- Demonstrate a deep understanding of, and commitment to, the principles of Catholic Social Teaching and its application.
- Excellent communication and interpersonal skills, with an ability to foster, develop and sustain close and effective partnership working with a diverse range of individuals and organisations.
- Ability and willingness to travel extensively across the Archdiocese, to work outside of regular office hours as needed, and to represent Caritas Southwark in a professional manner to internal and external audiences.
- Excellent organisational skills, able to prioritise and meet deadlines.
- Whilst a personal Catholic faith is a desirable rather than an essential requirement of this role, a sympathy with and support for the social doctrine of the Catholic Church, and a passion for advocating for social justice on this basis, will be central to the role.

Caritas Southwark is committed to safeguarding and promoting the welfare of vulnerable individuals, and expects all staff to uphold this commitment. The successful applicant will be required to undergo an enhanced DBS check.

If you would like to apply for this role, **please send your CV and covering letter to hr@rcaos.org.uk by the closing date of 27th July 2026.**