



Job Description
General Secretary Pax Christi England and Wales

Reports to:	Chair of the Pax Christi E&W Executive Committee
Report to the post:	Administration & Finance Manager, Communications Lead
Key relationships (internal):	Bishop Arnold (President), Vice Presidents, Executive Committee, Staff, Membership, Volunteers
Key relationships (external):	Catholic Bishops Conference England and Wales Pax Christi International and other regional groups Christian Peace Education Fund Other peace organisations and faith groups
Location:	Hendon, North London with some remote working and flexible working hours negotiable. Must be prepared to work some evenings and weekends and to travel to events across the country.
Hours:	35 hours a week
Salary:	45,000 (includes London weighting)
Benefits:	pension scheme, flexible working

1. About Pax Christi

Pax Christi is an international peace-making movement based on the Gospel and inspired by faith and Catholic social teaching. Our vision is of a world where people can live in peace and without fear of violence, in all its forms. We believe in prayer, reconciliation, forgiveness, justice and nonviolence and in the right to live in a culture which promotes these values and treats the whole of God's creation in a just and respectful manner. Pax Christi works within the Catholic church and wider society to bring about a culture of peace. We work with individuals, parishes, schools and like-minded organisations to bring the Peace of Christ to all who long for a better world and are willing to put peace in action. The Christian Peace Education Fund (CPEF) was set up as a charity to support and promote this work.

Pax Christi England and Wales is a member organisation and has strong links with Pax Christi International (based in Brussels) and other regional groups, particularly Pax Christi Scotland and Pax Christi Ireland.

2. Purpose of the Role

The General Secretary Pax Christi England and Wales is the lead officer of our small paid team, with responsibility for promoting Pax Christi's vision of peace and peace-making within the Catholic church and more widely across England and Wales. The post will expand outreach working with like-minded organisations to influence individuals, communities and decision makers. Our aim is for nonviolence and peace-making to be understood as fundamental to Catholic life and formation.

Working with the Executive Committee the General Secretary will develop, implement and coordinate the work of Pax Christi England and Wales, through campaigns and events. They will oversee the staff team responsible for administration, finance, communications, education and resources in order to develop the membership, support the work groups and regional groups. This will involve direct contact, workshops, talks events, zoom meetings and briefings and representing Pax Christi England and Wales at a range of levels, both national and international. They will lead Pax Christi's contribution to the Christian and wider peace movement.

As the lead officer, the General Secretary will have responsibility for ensuring that the organisation meets its statutory responsibilities, updating and maintaining processes and policies including Health & Safety, GDPR and Safeguarding. They will work with the Treasurer to ensure that the Executive Committee is briefed on the financial position, providing quarterly updates and identifying and pursuing possible sources of funding, in addition to the annual Peace Sunday parish collections.

3. Key Responsibilities

A. Operational Leadership and Compliance

- To promote the core values of Pax Christi, its mission and ethos, through personal commitment, involvement in ongoing peace initiatives and key events of public witness
- To lead reviews of the organisation's delivery against the strategic plan, making recommendations for change as necessary and implementing these once agreed.
- To work closely with the Pax Christi E&W Executive Committee and our National President, Bishop Arnold, and the honorary Vice-Presidents to support their work.
- To ensure that Pax Christi E&W is compliant with all regulations and requirements.

B. People Management

- To have overall responsibility for the management of Pax Christi England and Wales, managing the staff team, overseeing the volunteers, and guiding and facilitating the work of the team.
- To embed anti-discriminatory and inclusive practices at all levels of the organisation
- To ensure the maintenance of a safe and healthy working environment for staff and volunteers.

C. Communications, Community Engagement and Partnership

- To develop and expand the profile of Pax Christi within the Catholic Church E&W, increasing individual membership and parish links through gatherings, regular briefings and access to high quality resources, including JustPeace.
- Working with the Communications Lead, members and volunteers, maintain and increase Pax Christi's media presence across all communications platforms, taking on the role of Pax Christi E&W spokesperson when necessary.
- To strengthen communication with and seek the support of the Catholic Bishop's Conference of England and Wales; and promote peace-making as a key element of Catholic life at all levels of the church.
- To maintain a close relationship with, and support the work of, Pax Christi International and other Pax Christi organisations.
- To ensure Pax Christi participation in and support for the work of appropriate peace and justice networks and coalitions in line with the values and ethos of Pax Christi.
- To sustain and promote the Catholic Nonviolence Initiative and other priorities including Disarmament, and a Just Peace in Palestine and Israel.
- To maintain links with the Christian Peace Education Service.

D. Finance and Governance

- To oversee the organisation's financial management, reporting quarterly to the Executive Committee on the financial position and ensuring that budgets and annual accounts are prepared in a timely fashion.
- To explore and secure existing and new funding sources, being especially mindful of Peace Sunday, our national annual outreach and fundraising event.

E. Project Management

- To develop and implement the organisation's strategic plan, responding to changes and developments
- To promote the vision and work of the organisation including the creation of effective social media campaigns

Person Specification

We welcome enquiries from people from all backgrounds and a range of experience. If you feel you would fulfil most of the requirements of the role but are unsure whether you would fulfil the person specification completely, please contact Treasurer@paxchristi.org.uk initially to arrange for further discussion. Bear in mind that you may have transferable skills or experience that you could bring to the role.

We are willing to consider job share applications if a pair of people are able to submit a joint application explaining how they would anticipate sharing the responsibilities of the post.

Experience**Essential**

- Day-to-day management and leadership of a small organisation including budgets and staff
- Commitment to peace and justice issues
- Public speaking and successfully working with a range of media
- Contributing to, developing and delivering strategic plans
- Networking and working productively with peace or other organisations
- Motivating and supporting staff and members and managing organisational change

Desirable

- Managing successful funding applications
- Working within a membership organisation
- Developing liturgical, educational and campaign resources
- Event management
- Working internationally or with an international organisation

Skills and Abilities

Essential

- Excellent written, verbal and interpersonal communication skills in English
- Strong IT literacy across standard office and communications tools
- Strong relationship-building skills with a wide range of people
- Ability to work independently, prioritise effectively and make sound decisions
- Proven ability to work collaboratively in teams, groups and partnerships
- Strong project management, monitoring and evaluation skills
- Flexibility in how work is approached to balance resources and timescales, taking a hands-on approach when necessary
- Ability to think strategically

Knowledge

Essential

- Understanding of the principles of Catholic Social Teaching and key documents relating to peace and justice
- The structures of the Catholic church including its parishes, schools and organisations
- Understanding of a range of campaigning methods and tools.

Desirable

- Relevant legislation and its application to the workplace

Personal Qualities

Essential

- Personal integrity
- Committed to the values and ethos of Pax Christi
- Understands the ministry and mission of the Catholic Church in promoting Gospel values
- Committed to anti-discriminatory and inclusive practice
- Proactive, self-motivated and values-driven
- Enthusiastic, adaptable and resilient
- A flexible attitude to accommodate occasional evening or weekend activities
- Willing to undertake team tasks when necessary and to develop new skills if required