



JESUIT
INSTITUTE
SCHOOLS OFFICER

Appointment: This is a permanent part-time (0.8fte) appointment, days to be flexible according to need; there will be a requirement to attend some residential events.

Location: Home-based but able to travel throughout the UK and occasionally overseas in Europe; regular liaison visits to London; the post-holder will have their own car but mileage will be paid.

Salary: £48,244 (UPS3 Inner London)

Equalities Act: There is an occupational requirement for this post-holder to be a practising member of the Roman Catholic Church.

Starting date: 1st January 2020 or sooner if possible

Application closing date: Thursday 17th October 2019

Interviews: Monday 21st October 2019 in London

Applications by letter or email explaining why you are applying for the post and the qualities and experience you have which would suit appointment; and current CV; with the names of two referees (please note that references will be taken up before interview):

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The **Schools Officer** is a new post created to provide additional capacity for the work of the Jesuit Institute in schools. The core of the Schools Officer's role will be to design, develop and deliver courses and conferences for schools around identity and mission, the promotion of the Catholic faith, formation of staff, and the development of Catholic education in general.

The Schools Officer will be expected to work collaboratively and supportively with the Heads, School Leadership Teams, Chaplains and others in key roles in the schools. The line manager will be the Director of the Jesuit Institute.

There are currently eleven Jesuit schools in the British Province and, in addition, the Jesuit school in Denmark and an Associate Jesuit School. The Jesuit Institute is also missioned to work with other Jesuit schools in Europe, and other Catholic schools in the UK.

Job Description

The work of Schools Officer will include . . .

1. assisting in the development and delivery of courses and resources for schools
2. devising the annual Jesuit Institute programme, making arrangements for and promoting conferences and courses, liaising with the schools, including the regular conferences for Chairs of Governors, Heads, Deputy Heads, Chaplains, Heads of RE, and others, and the *Shared Vision* programme, and both helping and sometimes taking the lead in delivering these conferences and courses
3. responding to requests from schools outside the Jesuit network and devising and delivering presentations and resources for them
4. managing the physical and digital resources of the Jesuit Institute
5. managing the appointment of foundation governors for the Jesuit schools including consultation with Heads and Governing Bodies, and liaison with the Jesuit Trustees
6. managing the annual schedule of the Provincial's visitations to schools, drafting the Memoriale, and assisting schools to respond to any developments needed
7. supporting schools in diocesan inspections and any action plans arising from inspection
8. being a point of contact and liaison for the Jesuit schools network in Europe (JECSE)
9. working with other Jesuit works in the province and beyond
10. working with Catholic and Christian schools in the formation of staff, development of Religious Education and provision of chaplaincy
11. being a point of contact and liaison for the Jesuit schools with the Centre for Chaplaincy in Education (CCE)

This list is not exhaustive and will change and develop over time in discussion with the post-holder.

Person Description

The post-holder will have . . .

1. a strong personal faith in Jesus Christ and a Christian life in the Catholic Church which they are willing to share with others as part of the evangelical mission of the Church
2. a good understanding of Ignatian spirituality, Jesuit education, and Jesuit apostolic priorities and methods
3. a good knowledge of the Catholic faith and the principles and methods of Religious Education in Catholic Schools
4. a good understanding and experience of chaplaincy in Catholic schools
5. a willingness to pray, reflect and discern as a regular part of the work, both personally and with others
6. the ability to be a good team player, collaborating with others appointed to or working from time to time with the Jesuit Institute, achieving creative and effective resources and formation for schools
7. a high level of creativity to generate new approaches, resources, and courses
8. a high level of self-motivation, organized, able to communicate well with a variety of colleagues and clients, able to prioritize, manage time and work-life balance well
9. an ability to evaluate honestly, to be appropriately self-critical, and to work at improvement
10. an ability to speak and present in public, to large and small audiences, with professionalism, competence and conviction
11. a willingness and ability to work flexibly in terms of hours, location
12. a willingness to travel, including in Europe, and for some overnight stays