

# Job Information Pack

## Food Programme Intern

**We are the Catholic Archdiocese of Cardiff. Our mission is to support people, schools and parishes ensuring a vibrant Catholic Church now and in the future.**

The Archdiocese of Cardiff was founded in 1916 and is one of three dioceses in the ecclesiastical province of Wales. The charity is custodian of cultural and artistic heritage of national significance, including 36 listed buildings, 25 of which are listed places of worship. The organisation is led by the Archbishop of Cardiff supported by a board of Trustees. The managerial team – the *curia* – undertake much of the administrative work within the diocese.

### What we do

The Archdiocese covers 1,183 square miles, an area with a growing population of 1.6 million inhabitants. The diocese serves a worshipping congregation of approximately 14,000 people through a network of 63 parishes and 19,500 pupils in 54 Primary and Secondary Schools.

Incredible work is done by our team of parish priests and over 2,500 volunteers in communities across the diocese. Their dedication ensures that the church continues to help those in need guided by the principles of Christian charity.

### Where we do it

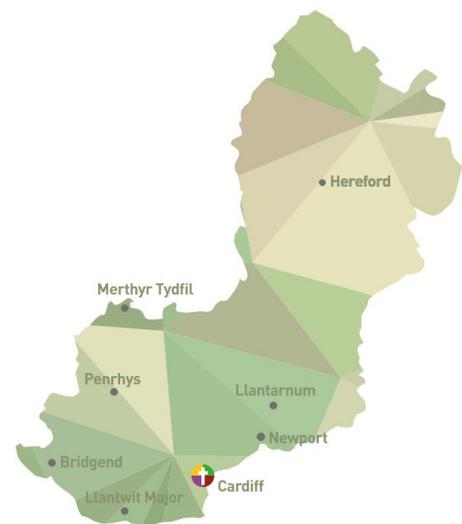
The charity spans two administrative areas with different devolved powers and officially recognised languages. In Wales it extends from Dowlais in the north to Porthcawl in the west, in England, from Leominster in the north to Bromyard in the east.

The diocese covers all or part of eleven local authorities comprising Cardiff, Bridgend, Caerphilly, the Vale of Glamorgan, Rhondda Cynon Taff, Merthyr Tydfil, Blaenau Gwent, Torfaen, Newport, Monmouthshire and Herefordshire.

### Context

We're looking for a Food Programme Intern to join a small team to help deliver support to hard hit communities as a result of COVID-19. If you work well under pressure and thrive in an organisation that is embracing change then we want to hear from you.

This is a 3-months home working position. We are looking for an enthusiastic and dedicated person to join our team – and we would like you to apply!



**JOB TITLE:** Food Programme Intern (Fixed term 6 months contract; 0.4 FTE)

**LOCATION:** Home working but part of the Development Team, Archbishops House, 41/43 Cathedral Road, Cardiff, CF11 9HD.

**ACCOUNTABLE TO:** Development Manager

**RESPONSIBLE FOR:** None

**KEY RELATIONSHIPS:** The Food Programme Intern will work with the Food Programme Project Manager, Development Manager, curia team, clergy and congregations to deliver the Archdiocese of Cardiff's food poverty relief programme.

**JOB SUMMARY:** To manage the food poverty relief programme day-to-day working with volunteers and staff in the Archdiocese of Cardiff. With line management support, help deliver the food relief programme and report to the main funders supporting the charity's food relief activity.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** The following duties are not an exhaustive list but are an indication of the responsibilities of the post-holder:

**Project Administration**

- Day-to-day administration of the Archdiocese of Cardiff's food poverty projects ensuring it is delivered within time, budget and scope.
- Help ensure that costs are fully anticipated, controlled and budgets agreed
- Help prepare grant payment requests and maintain project cash flow with support of Project Manager
- Oversee compliance with funders requirements – including that all approved purposes of the project are met.
- Publicise work of Archdiocese in relation to food poverty programme.
- Help write evaluation reports for funders.

**Networking / Community Consultation**

- Undertake community consultation with potential beneficiaries
- Establish and develop links with local communities, stakeholders and agencies
- Develop and maintain good relationships with other community organisations and volunteer agencies

**Administration**

- Log information from evaluation sheets, set up survey monkey questionnaires, collate and summarise findings.
- Provide paperwork for all internal groups and accountable bodies.
- Convene project team meetings, ensuring that records are kept and relevant parties are kept informed of developments.
- Carry out any other reasonable duties to perform job role.

**JOB SPECIFICATION:**

Attributes	Essential	Desirable
Qualifications	Educated to degree level	Post graduate qualification.  Experience or studies in the field of food poverty.

<p><b>Knowledge/ Experience</b></p>	<p>At least one years' experience of volunteer management <i>or</i> community engagement</p> <p>Basic knowledge of IT packages. In particular Microsoft Word, Excel, E-mail.</p> <p>Understanding of issues surrounding and linked with food poverty</p> <p>Experience of engaging with those suffering food poverty</p>	<p>Experience of engaging, inspiring and working with local communities</p> <p>Understanding of the basic structures of the Catholic Church or willingness to learn</p>
<p><b>Skills/ Aptitude</b></p>	<p>Excellent organisational and management skills with the ability to delegate and prioritise.</p> <p>Able to manage multiple tasks using own initiative.</p> <p>Ability to keep accurate records</p> <p>Good verbal and written communication</p>	<p>Ability to effectively and creatively use social media</p> <p>Ability to motivate, coach, inspire and empower volunteers</p> <p>Ability to deliver presentations and facilitate meetings</p>
<p><b>Personal Qualities</b></p>	<p>Good team worker, but also able to work without supervision</p> <p>Empathy with volunteers and learners</p> <p>Interest and enthusiasm for engaging communities</p> <p>Excellent interpersonal skills; able to maintain effective working relationships with people at all levels</p>	<p>Demonstrable interest in the places of worship sector / food poverty sector</p>
<p><b>Other</b></p>	<p>Must be willing to work outside normal office hours and some weekends</p>	<p>An awareness of the function of Churches within the context of the local community, and their importance to the heritage and integrity of community life</p>

**GENERAL CONDITIONS:**

**Diversity:** We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Catholic Church exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

**Standards of Behaviour and Conduct:** Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**Safeguarding:** Staff are expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.

**Health and Safety Responsibilities:** The Archdiocese takes Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policies.

**Confidentiality:** Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

**Data Protection:** If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

## **TERMS OF EMPLOYMENT:**

**Starting Salary:** Salary starts at £22,500 per annum (pro rata if part-time).

**Hours of Duty:** Normal hours of work are 14 hours per week, Monday to Friday with an hour's unpaid break for lunch. Travel to remote locations may be required and there may be some out of hours duty.

**Expenses:** Car users will be reimbursed at 45p per mile and all out of pocket expenses incurred will be reimbursed subject to satisfactory accounting.

**Annual Leave:** 30 days paid leave per leave year (pro rata if part time). This is exclusive of public holidays and additional holidays approved by your employer.

**Contract:** The post is offered on a 3-month fixed-term contract, subject to a one-month probationary period.

**Notice period:** There will be an initial probationary period of one month following which an appraisal will be made. If successful, a notice period of 1 month from either side will be required.

**References:** The Archdiocese of Cardiff require the names and addresses of two references, including a recent employer. All references will be treated in the strictest confidence.

**Equality Monitoring Form: Please note, we will need you to submit the Equality Monitoring Form before we can process your application.**

**Applying:** To receive a job pack to apply for this role please contact the Archdiocese at [owen.collins@rcadc.org](mailto:owen.collins@rcadc.org)

**Interviews: TBC**