



## Catholic Union

# CHIEF EXECUTIVE: JOB APPLICATION PACK

### **A new Catholic Union for Changing Times:**

Founded in 1870, The Catholic Union of Great Britain was established to convene lay Catholics to work with people of goodwill to address the pressing policy challenges of the day. We work collaboratively with other Catholic and religious groups, wider civil society and government bodies. As an organisation of lay Catholics, we bring particular gifts in the social sciences, sciences, law, communications and business to this task. Today, under its new President Baroness Hollins of Wimbledon, the Catholic Union is refreshing and renewing its work:

Recognising the changing and changed social and political landscape of 2024, both in the UK and internationally, we intend now to focus our work on three strategic priority areas:

- Advocacy with people of goodwill for the common good in Britain with a particular focus on people at the margins, educational inclusion and families living in poverty
- Advocacy with people of goodwill for the common good in the international arena with a particular focus on working through British institutions for human rights (including anti-trafficking), development (including violence against women and girls, education (including child protection), climate risks and global health inequalities (including disability)
- Evidencing, equipping, educating and convening Catholic civic contributions; and lay Catholics to contribute to the nation's public life in parliament, politics and policy; through its industries, voluntary sector and professions, and supporting them to explore and respond to emerging policy challenges.

More information can be found below.

## **A new CEO for new Times: Reward Package and Hours**

We are looking for an energetic CEO who shares our values, has experience in one or more of our fresh policy focus areas and who can represent us confidently in parliament, Whitehall and the community (including to Catholic lay community leaders in the cities, regions, and devolved nations).

Strategic, hands-on and familiar and comfortable with the pace of the policy world and/or innovating organisations you will be a caring self-starter willing and able to work alone and as the leader of a small team of paid staff and volunteers. You will have the opportunity to shape a goals-focused plan within our three strategic priority areas with external and demonstrable impact a vital focus and expectation.

A Catholic (Genuine Occupational Requirement<sup>1</sup>) you will be happy to work with those of every background and varying seniority to advance our goals.

An independent lay organisation, run and governed by lay people, we are increasingly a trusted partner in Westminster and also retain consultative status with the Catholic Bishops Conference of England and Wales. Looking to be more active in Scotland we hope to appoint a new post to develop our work with Scotland, Wales and the major English cities when funds allow.

Title:	Chief Executive
Role type:	Permanent
Hours:	Full-time. Occasionally you may need to work additional hours; flexibly; in the evenings or at weekends Six month probationary period.
Salary:	FTE £46,000 – £56,312 (upper limit IPSA Scale 3) plus pension.
Location:	We are planning a shared office facility in central London. Typically, our expectation will be three days a week in Westminster/with key stakeholders/and/or in our planned shared office facility during parliamentary terms and some flexibility around conferences outside those periods to meet the needs of our members and partner organisation.
Reporting to:	Chair of the Catholic Union Charitable Trust who will be the legal employer

We hope that the successful applicant will work closely enough with one of our parliamentary patrons to merit a parliamentary pass. The candidate will thus have to demonstrate an ability to pass relevant security checks.

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<sup>1</sup> To truly engage with our coalition of support it will be necessary for you to sometimes speak at Catholic events, pray with Catholic leaders and supporters, contribute to Catholic worship and be an ambassador for the Catholic community.

## **PERSON PROFILE:**

### **Key Relationships**

- Catholic Union President (Baroness Hollins of Wimbledon) and Vice Presidents (currently being enhanced after promotion among some office holders)
- Catholic Union Council, Chair and Vice Chairs External and Internal.
- Head of External Relations (who leads on press, communications) and other direct reports. Two other part time direct reports.
- Parliamentarians and especially Catholic parliamentarians.
- The All Party Parliamentary Group on the Holy See to which the CU will likely provide a secretariat.
- Relevant government departments, partner organisations.
- Catholic Union donors

### **Culture:**

- You will be an entrepreneurial self-starter with an attention to detail.
- You'll be happy to lead from the front and roll up your sleeves to help with practical tasks when they need doing.
- Caring and compassionate you will rejoice in identifying, empowering and encouraging the best in a small staff and volunteer team.
- A Catholic (GOR) you will be content to work across the whole community and beyond.

### **Safeguarding:**

- While we do not expect the post holder to have to work with young children or vulnerable adults as a matter of course, our commitment to safeguarding is unequivocal.
- The postholder could find themselves in schools, family, festival community settings around the Catholic community and beyond and is likely also work on related policy matters.
- For these reasons you will be appointed subject to DBS check.

## **JOB DESCRIPTION:**

### **Policy and Advocacy: External (60%)**

- You will be able to evidence at interview and on your **CV**, experience in one or more of our fresh areas of strategic focus namely human rights, development, climate risk, education, global health inequality, or UK anti poverty policy and/or evidencing and equipping Catholic civic contributions to the public square
- You will be able to evidence at interview and on your **CV**, policy, political or public affairs advocacy or campaigning skills drawn either from existing experience or in fields that clearly demonstrate transferrable skills
- You will be able to evidence at interview and on your **CV**, strong presentation and public speaking skills, ambassadorial qualities, and experience or potential to act as our main media spokesperson.
- You will be able to evidence at interview and on your **CV**, a potential to mobilise Catholic expertise (especially in policy and politics, social sciences, sciences, law, communications and business) and networks to resource and support our policy advocacy goals within our three priority areas.
- It is desirable that you have prior experience briefing or supporting parliamentarians, civil servants, and faith leaders.

### **Strategy: (10%)**

- You will be able to evidence at interview and on your **CV**, strategic skills clearly articulating audiences, goals, methods and an understanding of impact evaluation
- You will be able to evidence at interview and on your **CV**, an understanding of the contrasting but integrated methods that are needed to drive our three key focus areas forward.

### **Operations and Governance: Internal (25%)**

- You will be able to evidence at interview and on your **CV**, the potential to shape, manage, and implement the Catholic Union's strategic plan, which will include developing and managing its annual operational plans.
- You will be able to evidence at interview and on your **CV**, an ability to lead in setting and managing annual budget and managing cashflow.
- You will be able to evidence at interview and on your **CV**, the potential to manage the day-to-day financial control of payments (inc. salaries) in partnership with the treasurers
- You will be able to evidence at interview and on your **CV**, the ability to oversee the production of monthly (quarterly?) accounts, cashflow forecasts and financial reports for the board supported by our finance officer /auditors and the treasurers
- You will be able to evidence at interview and on your **CV**, an ability to ensure that the legal requirements of the Catholic Union and the registered charity (CUCT) are met, working alongside the Chairs of the Union and the CUCT.

## **INCOME GENERATION (5%)**

- You will be able to evidence at interview and on your **CV**, an ability to identify fundraising prospects and oversee an ongoing fundraising programme supported by trustees and stakeholders in this strategy.
- You will be able to evidence at interview and on your **CV**, an ability to care for , and steward, our existing donors and supporters. You will be supported in this by trustees and the Head of External Relations.
- It is desirable that you have experience of fundraising from individuals, trusts and foundations.

## **Application process**

### **Application requirements:**

- Covering letter (no longer than 1.5 pages A4) setting out your interest and how your skills and experience match those sought in the job description
- CV (no longer than 3 pages A4)

### **Informal Enquiries:**

- Candidates may request an informal conversation with Professor Peter Hindmarsh, Chair of the Search Committee by emailing: [p.hindmarsh@ucl.ac.uk](mailto:p.hindmarsh@ucl.ac.uk)

**Job Advertised:** 30 August

**Applications close:** 16 September - midday

**Interviews:** 20 September

- Shortlisted candidates will be called for a formal interview on Friday 20<sup>th</sup> September
- We reserve the right to undertake a final interview round.