



Parish Mission & Formation Co-ordinator

Job title: Parish Mission & Formation Co-ordinator

Terms: Permanent/full-time, all year round, 40 hours per week (flexible, including evenings and occasional weekends)

Location: Across parishes of the Birmingham East Cluster

Serving: The Divine Mercy Partnership

Reporting to: Designated Parish Priest (Cluster Line Manager), working in consultation with the clergy of the Birmingham East Cluster)

Salary: £37,440 pa

About us: The Archdiocese of Birmingham is a unique registered charity covering a wide geographical area that extends from Leek in North Staffordshire down to Sonning Common on the Oxford/Berkshire Border, comprising 217 parishes and 241 schools.

The vision of the Archdiocese of Birmingham is to be a Catholic diocese which is faithful to the mission entrusted to us by Jesus Christ, full of missionary disciples who work together co-responsibly in vibrant communities of faith, joyful in their service of God and neighbour.

Purpose of the role:

To support the parishes of the Birmingham East Cluster in becoming increasingly missionary, outward-looking, and evangelising communities. The post holder will help move parish life beyond maintenance towards active mission by supporting evangelisation, faith formation, volunteer development, and community outreach across the cluster.

The role combines practical coordination with vision-building, helping clergy and lay leaders develop and implement strategies that foster discipleship, invite new people into the life of the Church, and strengthen ongoing faith formation for both adults and children.

Responsibilities:

Please see the job description listing the key responsibilities and person specification for the qualifications and skills required. Copies of the job description and person specification can be obtained from divinemercypartnership@rcaob.org.uk

Applications including a CV and supporting statement to be submitted to the parish priest at divinemercypartnership@rcaob.org.uk by Friday 20th March 2026.

Shortlisting: Tuesday 24th March 2026

Interviews: Friday 27th March 2026

(Candidates will be asked to prepare a short presentation to deliver at the interview)

(We hope candidates shortlisted can be available for interview on 27th due to the following week being Holy week then into Easter)