Assistant Clergy Social Welfare Advisor

Permanent/Part-time (21 hours per week to be worked Wednesday, Thursday, Friday)
Salary range: £25,000 to £30,000 (fte) p.a. dependant upon experience

The Birmingham Diocesan Trust (BDT) is seeking to appoint an Assistant Clergy Social Welfare Advisor.

The purpose of the role is to collaborate with the Clergy Social Welfare Advisor in delivering a comprehensive and effective welfare support service for clergy of the Diocese; providing pastoral assistance to support the well-being of clergy members who are sick or are living in retirement.

The main responsibilities of the Diocesan Assistant Clergy Social Welfare Advisor are:

Main duties & responsibilities

1. To assist the Clergy Social Welfare Advisor to provide care and support for the sick and retired priests of the Diocese.
2. To develop excellent working relationships with all relevant priests within their area.
3. To visit the sick and retired priests in their own living environment to assess their care requirements and support them through any changes.
4. To maintain regular contact through telephone, text or email to monitor their care requirements.
5. To assess, plan, evaluate and deliver high-quality care and understanding in meeting with the diverse and individual needs of sick priests and those living in retirements and fulfil their individual psychosocial, physical, and spiritual needs.
6. Report to the Clergy Social Welfare Advisor any observations or requirements following visits or contact with sick or retired priests.
7. Maintain accurate and GDPR compliant records.
8. Assist priests in completing applications for grants/benefits, NHS continuous health care, personal alarms blue badge, attendance allowance and stair lifts etc.
9. To assist with Clergy Social Welfare Advisor with the Pre-Planning Retirement Program.
10. To develop and maintain positive working relations with service providers and act as a key liaison person between the priests, hospitals and community providers as required.
11. To liaise with priest's family members, ensuring they understand the role of the Diocese in supporting clergy.
12. Communicate with the appropriate identified care agencies regarding priests' clinical needs, financial support, and ongoing assessments.
13. To liaise, alongside the Clergy Social Welfare Advisor with internal departments such as Property Team, and Finance to ensure all cross-over matters are handled correctly.
14. Work alongside Diocesan Safeguarding team, report concerns when they arise.
15. With the Vicar General, and Clergy Social Welfare Advisor represent the sick and retired priests at Care of Clergy Sub-Committee meetings.
16. To proactively communicate health education and wellbeing advice to the clergy.

For an informal discussion about the role, please contact Paula Mitchell, Lead Clergy Social Welfare Advisor paula.mitchell@rcaob.org.uk.

Applications including a CV and supporting statement, clearly setting out relevant knowledge and experience, to be submitted to the HR department to SL.HR@rcaob.org.uk by Tuesday 15th December 2026 12 noon.

Closing Date: Tuesday 15th December 2026 12 noon

Shortlisting: Wednesday 16th December 2026

Interviews: Tuesday 12th January 2027