



Diocese of Westminster

| | |
|------------------------------|---|
| <u>Job profile:</u> | Youth Ministry Development Worker |
| <u>Location:</u> | 125 Waxwell Lane, Pinner |
| <u>Reporting to:</u> | Centre for Youth Ministry Manager |
| <u>Hours of work:</u> | 35 hours per week including evenings and weekends |

Job Purpose:

Enabling parishes in developing their youth ministry, supporting youth leaders, and integrating young people into the life of the Diocesan youth network through retreats, programmes and events designed to support evangelisation and discipleship.

Principal duties and responsibilities

1. To contribute to facilitation, coordination and support of the Church's outreach to youth and young adults. Develop and establish a parish based model of youth ministry.
2. To develop and deliver training programmes for volunteers, paid youth ministers and young leaders. Evaluate training programmes used in parish based youth ministry.
3. On occasions, to lead day programmes for schools and parish groups.
4. To assist in the continuous development and management of the Diocesan website for Youth and Young Adults; specifically, to develop and update the training materials used in the resources section of the website and help with the maintenance of the news and events section.
5. To be the support person for a specified number of parishes within the Diocese
6. To develop and promote young adults networks across the diocese.
7. To assist in the development, coordination and delivery of Diocesan Youth Events
8. To contribute to the marketing and public relations activity necessary for the diocese to achieve the maximum possible exposure throughout the year.
9. To contribute to the strategy for parish based ministry.
10. To work collaboratively with other diocesan departments; to collaborate with diocesan and national youth ministry networks when necessary.

Person specification: Youth Ministry Development Worker

Contract type: Permanent

Salary: £24,000 per annum

Experience and knowledge required:

1. Practising Roman Catholic committed to faith formation
2. Knowledge and experience of safeguarding policies and procedures and their application in residential and off site settings
3. Experience of working with young people, young adults and/or youth leaders.
4. Proven experience of preparing, delivering and developing youth ministry programmes and training
5. Experience of leading retreats, catechesis and liturgies
6. Proven experience of working with volunteers and be able to inspire and train adults in youth ministry
7. Knowledge of diocesan and national networks and structures
8. Knowledge of the teachings of the Catholic Church.

Competences required:

1. Commitment to the faith formation of volunteer youth team and the young people with a commitment to the teachings of the Catholic Church
2. Passion for youth ministry and evangelisation
3. Ability to relate to children and young adults sensitively
4. Ability to engage, inspire and train young adults in youth ministry
5. Excellent organisational skills, able to prioritise and meet deadlines with ability to sustain a diverse and demanding workload.
6. Excellent communicator, both verbally and in writing
7. Ability to work alone and as part of the team. Commitment to collaborative ministry with all other members of the Youth Ministry Team
8. Ability to work flexibly, including weekends and evenings and to travel across the diocese
9. Ability to work with complete discretion and confidentiality
10. Ability to work with emotional intelligence and empathy
11. A commitment to on-going training and formation.

Qualifications required

1. Qualifications and/or experience in the fields of
 - Primary, Secondary or adult education
 - Evangelisation
 - Chaplaincy
 - Parish Youth Work
2. Appropriate training and recent experience in parish catechetical/pastoral ministry
3. A formal theological background would be an advantage
4. Good knowledge of IT and Office Software packages
5. A car owner with full, clean driving license would be convenient

Other

The post is subject to an enhanced check by Disclosure and Baring Service.