

## Job Description and Person Specification

### Swindon Catholic Parish

### Part-Time Youth Ministry Admin and Development, 1-year fixed term contract

### Salary £10 - £12 per hour

<b>Reports To</b>	Parish Priest via Youth Ministry Coordinator
<b>Organisation</b>	Clifton Diocese – Holy Rood Catholic Church, Swindon
<b>Date</b>	January 2018

#### Purpose of Job

To work alongside Holy Rood Youth Ministry Team (YMT) to support young people of the parish in their development and understanding of discipleship through a lived Catholic faith.

To provide administrative and pastoral support to the parish youth ministry team and with them, develop and provide a range of opportunities for the young people of the parish through building on the current engagement of the community with the Confirmation Programme.

Together with the Core Group of the YMT, to coordinate the ongoing recruitment, training, supervision and work of the volunteer youth ministry team within the parish.

To liaise with and develop working links with the local Catholic Secondary School, with the catechists working with young people in the other Catholic churches in Swindon Deanery and with other church Youth Ministries in Swindon; and to link with the opportunities provided by the Clifton Diocese and nationally through CYMFed.

Upkeep of the parish website with particular priority to the diary and youth ministry page.

#### Key Accountabilities

- Coordination and development of a variety of programmes and opportunities for young people in the parish that communicates the Gospel message through diverse mediums.
- Build sustainable and appropriate relationships with young people.
- Develop effective channels of communication with young people, including social media.
- Coordinate the enrolment, record keeping and delivery of sessions to form young people in preparation for the Sacrament of Confirmation.
- Build professional relationships with the parish, deanery and diocesan clergy, volunteers & catechists.
- Together with the core Youth Ministry Team, take a lead role in the ongoing recruitment, support, training, supervision and management of the parish Youth Ministry Team.
- Promote and develop retreat opportunities for young people.
- Communicate ecumenically and engage in opportunities for evangelisation.
- Take an active role in parish safeguarding, health and safety alongside parish volunteers and ensure that Diocesan, Safeguarding and Health & Safety policies are adhered to when working with young people.

## Knowledge, Skills and Experience

The candidate will have a clear knowledge and understanding of Youth Ministry in the Catholic Church and parish based evangelisation. They will have knowledge of preparing young people for the Sacraments of the church. They will possess excellent communication skills and a natural ability to connect with young people of all ages. They will be able to self-manage and motivate themselves and volunteers. They will have excellent time-management skills. The candidate will have experience of youth ministry in the Catholic Church, experience of leading and forming young people of various ages and working with volunteers.

## Key Contacts

### Internal

- Parish Clergy
- Core Group of Parish YMT
- Parish employees
- Parish Volunteers/ Ministers

### External

- Diocesan Coordinator of Youth Ministry
- Department of Adult Education & Evangelisation
- Catholic agencies and organisations

## Qualifications

Educated to a level with a relevant qualification in Youth Work and/or Education.

## Personal Specification

A candidate should have:

- Experience of leading Youth Ministry in a Catholic setting.
- Working knowledge of the teachings of the Roman Catholic Church and environment.
- Ability to work collaboratively and independently.
- Excellent communication, organisation and creative skills.
- Proficient IT skills and ability to use multi-media.
- Willingness to work from home
- Full UK Driving License with own transport.

## Application process

Application forms with a covering letter should be returned to:

Canon John Cunningham  
Holy Rood Presbytery  
Groundwell Road  
Swindon, SN1 2LU  
Email: [swindon.holyrood@cliftondiocese.com](mailto:swindon.holyrood@cliftondiocese.com)

Closing date for applications: Thursday 25th January 2018, interviews first week in February 2018