

Job Description

Youth Worker (25 hours), Holy Rood Catholic Parish, Swindon

Initial 18-month contract with possibility of extension

Reports To	Parish Priest, Holy Rood Catholic Church
Organisation	Roman Catholic Diocese of Clifton
Salary / Pay	£11 - £12 per hour, depending on experience
Date	June 2022

Purpose of Job

To develop Youth Ministry provision in Holy Rood parish. To communicate the Gospel message to young people within the church and local catholic schools, and to extensively increase opportunities for young people to be involved in the Catholic Church and to grow in the Catholic faith.

Key Accountabilities

To develop and lead Youth Ministry within the Parish by,

- Alongside the existing Volunteer Youth Ministry Team, coordinating and developing a variety of programmes and opportunities for young people in the parish that communicates the Gospel message through diverse mediums.
- Together with the Volunteer Core Group of the Youth Ministry Team, coordinating and delivering the ongoing recruitment, training, support and supervision and work of the volunteer youth ministry team within the parish.
- Managing the day-to-day supervision of the Youth Ministry Assistant
- Coordinating and managing the enrolment, record keeping and delivery of sessions to form young people in preparation for the Sacrament of Confirmation.
- Maintaining effective relationships with the local Catholic Schools and seeking new ways of working with them to bring the Gospel message to their students.
- Working alongside the Adult Education Department to promote Diocesan events and to help with the planning and organising of large annual events at the local level.
- Establishing and maintaining relationships with other Youth Workers and relevant organisations across the town, and where appropriate, sharing in ecumenical projects which spread the Gospel to the wider community
- Maintaining and updating the relevant pages of the Holy Rood Church website
- Taking an active role in parish safeguarding and health and safety, alongside parish safe-guarding representatives and volunteers, ensuring that Diocesan, Safeguarding and Health & Safety policies are adhered to when working with young people.

Knowledge Skills and Experience / Personal Specification

Candidates should:

- Ideally be a practising Catholic with an in-depth knowledge of the workings of a Catholic Parish
- Have experience of managing / working with volunteers
- Have experience of working with children / young people
- Be an excellent communicator
- Be friendly, possess a good sense of humour, and be able to build positive relationships with all ages

- Be flexible and have a positive work attitude, being able to work effectively alone or in a team
- Have good time management skills
- Be self-motivated and able to take initiative
- Have the ability to reflect critically and theologically on work practice
- Be IT proficient and confident using Microsoft Office packages and simple website maintenance
- Have a good understanding of different social media platforms and how to use them
- Have up-to-date basic knowledge of current thinking / research around Youth Ministry, especially within a Catholic setting
- Hold a full UK driving licence and have own transport
- Be willing to work from home

Key Contacts

Internal

- Parish priest(s)
- Deanery Clergy
- HRYM Core Team
- Parish employees
- Parish volunteers inc. Safeguarding Rep

External

- Department of Adult Education Clifton Diocese – Youth Council
- Catholic Organisations local and national
- Swindon Youth for Christ
- Local Youth Worker support networks, e.g., The Hub
- Other local youth workers

Qualifications

Essential

- Educated to at least 'A' level
- Youth work / theology qualification – held or currently working towards

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

Closing date for applications: **15th July 2022**

Interviews to be held in August for appointment in October 2022