**Roman Catholic Diocese of Portsmouth: Job Description**

**Department/parish: St Edwards Windsor**

**Job title:** Youth Ministry Worker/Coordinator

**Date of appointment:**  As soon as possible from September 2021

**Purpose of role:** To work with young people aged 7 – 18, to fully equip them as missionary disciples of Jesus Christ, rooted in the community of His Body, the Church, so that, empowered by the Spirit, they are willing to share the joy of the Gospel with others in word and deed, serving as Jesus serves and loving as he loves. To develop youth groups across the Parish..

Youth Ministry in the Parish is vital to the future and growth of the Parish, in particular post Covid and in the spirit of ‘Let Us Dream’.. This role will ensure that our various youth groups act together seamlessly and provide an environment in which their Faith will grow and expand.

**Based at:** The Co-ordinator will have a base in St. Brigid’s Room/Parish Office at St Edwards..

**Hours of work – per week: Annualised Hours of 520 hours**

with an average of 10 hours a week but **f**lexible as it will include some

weekends and evenings.

**Line Manager:** Parish Priest

**Responsible for:** Co-ordination of Parish Youth Groups and introduction of new

Programmes as approved by the Senior Leadership Team.

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| **Main responsibilities** | **Standards expected/How achievement will be measured** |
| **In conjunction with existing youth group leaders develop a programme of regular and one-off youth ministry activities which respond to the spiritual, catechetical and social needs and aspirations of the young people, including where appropriate international, national and local events.** | Develop and grow regular groups for young people which meet across the Parish, using a “small groups” structure, with a clear continuity from age 7- age 18+.  Ensure the coordination of our youth groups across the Parish.  Co-ordinate the Parish promotion of and involvement in relevant Diocesan or national events for young people. |
| **Facilitate the transition of youth from one group to another in line with Parish requirements.** | Work closely with the line manager to help ensure this transition is as smooth as possible and our Youth remain engaged. |
| **To support volunteers involved in youth ministry across the Parish and ensure proper running of all youth ministry activities** | Oversee the management and future recruitment of volunteer youth ministry trainee(s).  Ensure that youth ministry activities have sufficient volunteers who are properly trained and supported.  Liaise with the Parish Priest, and Parish Safeguarding Representative to ensure that safe volunteer recruitment processes have been followed and all necessary safeguarding checks, including clearance from the Disclosure and Barring Service, and training have been completed.  Organise training and support mentors when needed who will be responsible for one-to-one work with the youth as necessary  Ensure that all youth ministry activities follow Diocesan safeguarding and operating policies and procedures and that risk assessments are carried out and risks mitigated where needed.  .  Working with Parish Priest, and Finance Manager manage a small budget for expenditure on the groups and ensure that all monies for events and trips are collected and properly accounted for. |
| **Develop and maintain appropriate communications with young people, their parents and other stakeholders across the Parish.** | Ensure the website and other suitable social media are used appropriately to engage with young people and their parents and keep them up to date with events and activities.  Ensure current links on Parish websites are active.  Produce content for the weekly parish newsletters or other media as needed.. |
| **Encourage and enable young people to become active members of their worshipping communities** | Support young people in their organisation of Youth led Masses as agreed with The Parish Priest ensuring that they are able to participate across the full range of ministries.  Develop other liturgical ministries (e.g. music drama, art) so that they can be a resource for the Parish. |
| **Maintain and develop strong links with and the Parish Schools ensuring a partnership between home, parish and school.**  **Consider with Parish Priest whether the Parish should have a relationship with East Berkshire college.** | Build on the present position to develop strong links with the school and participate in school life.  Investigate whether any existing Parish youth attend the local college and whether or not a regular presence would be welcome. |
| **To facilitate the participation of the young people in social outreach and justice and peace projects, which give them further opportunities to contribute to the Parish and wider communities** | Liaise with those young people engaged in Minnivinies and explore a post-confirmation fprogramme.  When possible, to encourage young people to support the events of other church ministries when help has been requested, particularly in children’s ministry or SVP/CAFOD events |
| **Contribute to review and evaluation of the project** | Work with the Parish Leadership Team to evaluate the success and on-going viability of the Ministry |
| **To undertake personal, spiritual and professional formation.** | Attend relevant diocesan training and identify and pursue other opportunities to learn from others involved in youth ministry within the Diocese and within other churches locally.  Identify and participate in other opportunities for training, personal and professional development and formation, as well as spiritual retreats, in agreement with the line manager. |
| **Youth Voice** | Be proactive in empowering young people and giving them opportunities to voice their concerns and ideas. |

This job description is intended to be a guide to the main areas of responsibility. Any substantial changes to this job description will first be discussed fully with the post holder.

(Sch.9 to the Equality Act 2010 applies to this post)

**Regular contact / liaison with:** Young people; parents; Parish Priest , youth ministry volunteers; school teachers and Senior Leadership Team.

**Experience and qualifications required for role & Personal attributes:**

See separate person specification

Signed: ……………………………… Line Manager

Date: …………………………………