



# Diocese of Westminster

<b><u>Role profile:</u></b>	Westminster Youth Ministry Outreach Worker
<b><u>Location:</u></b>	125 Waxwell Lane, Pinner HA5 3EP
<b><u>Reporting to:</u></b>	Youth Ministry Outreach Manager
<b><u>Hours:</u></b>	35 hours per week including evenings and weekends
<b><u>Purpose:</u></b>	Establish links and enable parishes and Catholic schools 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.

**Salary:** £25,000 (term time pro-rata £21,197) – one year fixed term contract

## **Principal duties and responsibilities**

1. To facilitate, coordinate and support Westminster Youth Ministry outreach to youth and young adults.
2. To establish and develop links of Westminster Youth Ministry with Catholic schools and parish youth groups.
3. To contribute and support retreat related activities at SPEC Retreat Centre.
4. To develop and set up volunteering scheme for young people wanting to be involved in supporting retreats at SPEC while at school. Develop formation and support framework for the scheme.
5. To develop and deliver training programmes for volunteers, paid youth ministers and young leaders. Evaluate training programmes used in parish based youth ministry.
6. To assist in delivery of Diocesan Youth Events.
7. To contribute to the strategy for parish based ministry.
8. To work collaboratively with other diocesan departments; to collaborate with diocesan and national youth ministry networks when necessary.

**Person specification:** Youth Ministry Intern

**Contract type:** 12 months fixed term contract

**Salary:** £25,000 (term time pro-rata £21,197)

**Experience and knowledge required:**

1. Practising Roman Catholic committed to faith formation
2. Knowledge and experience of safeguarding policies and procedures
3. Experience of working with young people, young adults and/or youth leaders.
4. Some experience of leading retreats and catechesis
5. Experience of volunteering or working with volunteers in a parish or youth ministry set up
6. Knowledge of Catholic youth ministry networks and structures
7. Knowledge of the teachings of the Catholic Church.

**Competences required:**

1. Commitment to faith formation of young people
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 people
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.
8. Ability to work flexibly, frequently 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.

**Competences/Qualifications desired**

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
4. Good knowledge of IT and MS Office software packages
5. Ability to play a musical instrument and lead worship

**Other**

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