



Diocese of Westminster

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| <u>Job profile:</u> | Programmes Senior Retreat Leader |
| <u>Location:</u> | SPEC, 125 Waxwell Lane, Pinner, HA5 3EP |
| <u>Reporting to:</u> | SPEC Retreat Centre Manager |
| <u>Hours of work:</u> | 35 hours per week |
| <u>Job Reference:</u> | 183-345 |

Job Purpose: Responsibility for design, co-ordination and delivery of day and residential retreat programmes for young people and for the recruitment and management of retreat leaders and volunteers.

Principal duties and responsibilities

To contribute to the mission and objectives of SPEC as established by the Diocese of Westminster by:

1. Providing an effective programme of Catholic retreats for children and young people.
2. Managing a team of Retreat Leaders to ensure high standards of retreat delivery and professionalism.
3. Developing a pool of volunteers and young adults to assist with retreat provision at SPEC with the ambition that they go on to be involved in their own faith communities and in youth ministry.
4. Working collaboratively within Westminster Youth Ministry and with the parishes and curia of the Diocese of Westminster to promote SPEC and ensure its work serves the objectives of the diocesan bishop and his representatives.

1. Providing an effective programme of Catholic retreats for children and young people

- a. In collaboration with the Retreat Centre Manager and the Diocesan Youth Chaplain, to develop and be competent in the delivery of all parts of a youth retreat programme for school years 4 to 13 which:
 - i. evangelizes our young people by helping them to encounter the living person of Jesus Christ.
 - ii. deepens the formation of our young people in the teaching and practice of the Catholic faith.
 - iii. encourages the active participation of our young people in the Catholic faith through parish involvement and other practical opportunities.
 - iv. is effectively monitored, regularly reviewed and continuously updated.
 - v. demonstrates a clear and definable progression through school years 4 to 13.
 - vi. is effectively promoted.
- b. Liaise with the Retreat Centre Manager:
 - i. to ensure the confirmation of all retreat bookings.
 - ii. to ensure external groups using the Centre as a facility receive all necessary support and assistance.

2. Managing a team of Retreat Leaders to ensure high standards of retreat delivery and professionalism.

- a. To operate an effective system of line management, including quarterly reviews of targets, annual appraisal, and a planned programme of professional development for all line managed paid staff. To mentor and guide the Retreat Leaders and volunteers as necessary.
 - b. To be responsible for and be part of the Retreat Leaders Team rota, including sleep-in arrangements and on-call duties for residential retreats.
 - c. To be a designated first aider on site.
- 3. Developing a pool of volunteers and young adults to assist with retreat provision at SPEC with the ambition that they go on to be involved in their own faith communities and in youth ministry.**
- a. To recruit adult volunteers to supplement the employed retreat team in retreat provision and provide them with requisite training.
 - b. In collaboration with the Retreat Centre Manager, Westminster Youth Ministry Outreach Team and the Diocesan Youth Chaplain, to contribute to an on-going youth leadership programme and to mentoring of volunteers as potential future youth ministers.
- 4. Working collaboratively within Westminster Youth Ministry and with the parishes and curia of the Diocese of Westminster to promote SPEC and ensure its work serves the objectives of the diocesan bishop and his representatives.**
- a. To promote and encourage the Catholic ethos of SPEC, ensuring that all actions at work or in public are consistent with and supportive of the teaching and practice of the Catholic Church, as described in the Catechism of the Catholic Church and the laws of the Church.
 - b. To deliver a safe and secure environment for the staff and volunteers who use the centre or use its services; ensuring that the Centre, staff and volunteers adhere to statutory requirements and Diocesan policies particularly those concerning Health and Safety, Risk Assessment and Management and the Safeguarding of Children and Vulnerable Adults.
 - c. To be responsible for SPEC social media including weekly posts.
 - d. To contribute to the marketing and public relations activity necessary for the diocese including school visits in order to achieve the maximum possible occupancy throughout the year.
 - e. To ensure that the Centre operates within its charitable objects and meets all legal, financial and regulatory obligations.
 - f. To contribute to managing the Centre's budget and its expenditure, ensuring it operates within agreed margins.
 - g. To identify and contribute to fundraising opportunities in collaboration with the SPEC Retreat Centre Manager and the Director of Youth Ministry.
 - h. To provide a monthly KPIs report detailing retreat statistics, programme development, feedback and staffing issues.
 - i. As a member of SPEC's management team, help facilitate communication within the project and contribute to forward planning and strategic thinking.
 - j. To work collaboratively with youth ministry colleagues, clergy, parishes, other diocesan departments, schools, teachers, youth workers and catechists.
 - k. To attend youth networking events.

Person specification: Programme Senior Retreat Leader

Contract type: Permanent

Salary: £33,000

Experience and knowledge required:

1. Practising Catholic as defined by the Catholic Church.
2. Comprehensive knowledge of the teachings of the Catholic Church.
3. Experience of working with young people, youth ministry and leading retreats.
4. Experience and knowledge of design and delivery of retreat programmes for children and young people.
5. Experience and knowledge of design and delivery of volunteer recruitment and faith formation programmes.
6. Experience in leading and motivating staff and volunteers in a faith-based projects; experience of staff line management and volunteer supervision.
7. Knowledge of diocesan and national networks including wider structures and practices of the Catholic Church.
8. Knowledge and experience of building, health and safety and safeguarding regulations.

Competences required:

1. Ability to manage a large retreat and faith formation programme; ability to lead retreats for various age groups.
2. Ability to lead, train, form, manage and motivate staff, volunteers and young people.
3. Conscientious attention to detail and an understanding of the day to day practicalities surrounding the delivery of day and residential programmes.
4. Ability to relate to children and young adults sensitively and inspire them.
5. Ability to work with complete discretion and confidentiality.
6. Ability to work with emotional intelligence and empathy.
7. Ability to project a friendly, professional manner, both in person and on the telephone.
8. Ability to work within appropriate professional boundaries with staff and young people.
9. Ability to learn, implement and strictly adhere to diocesan policies, including those relating to safeguarding, health and safety and buildings.
10. Ability to meet challenging targets and operational goals.
11. Excellent organisational skills and ability to prioritise.
12. Ability to think strategically.
13. Ability to present and communicate succinctly and with clarity.
14. Ability to manage relationships with multiple stakeholders and maintain good lines of communication with them.
15. Ability to work methodically and consistently but with flexible and adaptable approach.
16. Ability to work outside standard hours of work, including weekends and evenings; ability to manage time and workload effectively.
17. Ability to sustain a diverse and demanding workload.
18. Ability to work alone, motivate oneself and use one's initiative to develop and organise aspects of work.
19. Ability to work collaboratively with the Youth Ministry Colleagues, other Diocesan Agencies and Departments and parishes including clergy, catechists, teachers and religious.

Desirable Qualifications and Experience:

1. Qualifications in the fields of:
 - Theology or Religious Studies
 - Youth work
 - Evangelisation
 - Chaplaincy
2. Appropriate training and recent experience in parish catechetical or pastoral ministry.
3. If not already qualified, be willing to qualify as a first aider and safeguarding representative.

Other requirements:

1. A commitment to live in accord with the teachings and practice of the Catholic Church as defined in the Catechism of the Catholic Church and the laws of the Church.
2. A commitment to on-going training, formation and attendance at in-service training.
3. A sensitivity to the structures and practices of the Catholic Church and the Diocese of Westminster, including a willingness to work in compliance with the wishes of the diocesan bishop and under the direction of his representatives, including the auxiliary bishop with particular pastoral responsibility for youth ministry and the Diocesan Youth Chaplain.

Other

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