



# Diocese of Westminster

<b><u>Job profile:</u></b>	<b>Retreat Leader</b>
<b><u>Location:</u></b>	SPEC, 125 Waxwell Lane, Pinner, HA5 3EP
<b><u>Reporting to:</u></b>	Programmes Senior Retreat Leader
<b><u>Hours of work:</u></b>	35 hours per week
<b><u>Job Reference No:</u></b>	195-345

**Job Purpose:** Responsibility for delivery of day and residential retreat programmes for young people and contributing to the ongoing process of retreat development.

## **Principal duties and responsibilities**

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

1. Helping to run and develop an effective programme of Catholic retreats for children and young people.
2. Working well as part of the team of Retreat Leaders to ensure high standards of retreat delivery and professionalism.
3. 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. Helping to run and develop an effective programme of Catholic retreats for children and young people**

- a. In collaboration with the Programmes Senior Retreat Leader, 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.

### **2. Assisting with mentorship and formation of pool of retreat volunteers.**

- a. To assist with and be present at monthly online formation sessions for retreat volunteers.
- b. To assist with and be present at termly retreats for volunteers.
- c. To take responsibility in mentoring up to five retreat volunteers.

**3. 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, encourage, and participate in 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 assist with SPEC social media including regular posting.
- c. 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.
- d. To assist with contributions to fundraising opportunities in collaboration with the SPEC Retreat Centre Manager and the Director of Youth Ministry.
- e. To work collaboratively with youth ministry colleagues, clergy, parishes, other diocesan departments, schools, teachers, youth workers and catechists.
- f. To attend youth networking events.

**Person specification:** Retreat Leader

**Contract type:** Permanent

**Salary:** £25,000

**Hours of Work:** 35 hours per week (with occasional weekend and evening hours as needed)

**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 lead retreats for various age groups.
2. Ability to lead and motivate 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 work methodically and consistently but with flexible and adaptable approach.
15. Ability to work outside standard hours of work, including weekends and evenings; ability to manage time and workload effectively.
16. Ability to sustain a diverse and demanding workload.
17. Ability to work alone, motivate oneself and use one's initiative to develop and organise aspects of work.
18. 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
1. Appropriate training and recent experience in parish catechetical or pastoral ministry.
2. Experience using social media for evangelistic purposes.
3. Experience in film and/or photography.
4. Prior experience working in a retreat centre.
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.