



Diocese of Westminster

Job Profile	Senior Retreat Leader
Department / Parish / Agency	SPEC
Reporting to	SPEC Retreat Centre Manager
Cost Centre	345
Location / Address	125 Waxwell Lane, Pinner, HA5 3EP
Management of	N/A
Contract type	Permanent
Hours	35 HPW (on rota including some evenings and weekends)
Salary	£30,000
Job Reference	265-345

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.

Principle 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.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Practising Catholic as defined by the Catholic Church	E
Comprehensive knowledge of the teachings of the Catholic Church	E
Knowledge of diocesan and national networks including wider structures and practices of the Catholic Church	E
Knowledge and experience of building, health and safety and safeguarding regulations	E
Ability to manage a large retreat and faith formation programme; ability to lead retreats for various age groups	E
Ability to lead, train, form, manage and motivate staff, volunteers and young people	E
Conscientious attention to detail and an understanding of the day to day practicalities surrounding the delivery of day and residential programmes	E
Ability to relate to children and young adults sensitively and inspire them	E
Ability to work with complete discretion and confidentiality	E
Ability to work with emotional intelligence and empathy	E
Ability to project a friendly, professional manner, both in person and on the telephone	E
Ability to work within appropriate professional boundaries with staff and young people	E
Ability to learn, implement and strictly adhere to diocesan policies, including those relating to safeguarding, health and safety and buildings	E
Ability to meet challenging targets and operational goals	E
Excellent organisational skills and ability to prioritise	E
Ability to think strategically	E
Ability to present and communicate succinctly and with clarity	E
Ability to manage relationships with multiple stakeholders and maintain good lines of communication with them	E
Ability to work methodically and consistently but with flexible and adaptable approach	E

Ability to work outside standard hours of work, including weekends and evenings; ability to manage time and workload effectively	E
Ability to sustain a diverse and demanding workload	E
Ability to work alone, motivate oneself and use one's initiative to develop and organise aspects of work	E
Ability to work collaboratively with the Youth Ministry Colleagues, other Diocesan Agencies and Departments and parishes including clergy, catechists, teachers and religious	E
Experience	
Experience of working with young people, youth ministry and leading retreats	E
Experience and knowledge of design and delivery of retreat programmes for children and young people	E
Experience and knowledge of design and delivery of volunteer recruitment and faith formation programmes	E
Experience in leading and motivating staff and volunteers in a faith-based projects; experience of staff line management and volunteer supervision	E
Appropriate training and recent experience in parish catechetical or pastoral ministry	D
Qualifications	
Theology or Religious Studies	D
Youth work	D
Evangelisation	D
Chaplaincy	D
If not already qualified, be willing to qualify as a first aider and safeguarding representative	D
Other requirements	
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	E
A commitment to on-going training, formation and attendance at in-service training	E
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	E

Other

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