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| Job Title | Youth Ministry Co-ordinator |
| Department / Parish / Agency | St Alban & St Stephen, St Albans |
| Reporting to | Parish Priest |
| Cost Centre | Parish |
| Location / Address | 14 Beaconsfield Road, St Albans, AL1 3RB |
| Management of | N/A |
| Contract type | Permanent |
| Hours of work | 20 hours/week to be worked flexibly including evenings and weekends as necessary |
| Salary per annum | £13 an hour |
| Job reference number | 450-STALB |

Job Purpose:

To facilitate our outreach to young people by developing and then implementing a programme of parish based youth ministry, which centres on the accompaniment of our young people as they transition into, through and out of Secondary Education.

Background:

The Parish of St Alban and St Stephen is the larger of two catholic parishes serving the city of St Albans and the immediate area. The parish serves an increasingly diverse community with a large number of young families. Working alongside a recently appointed catechetical co-ordinator, who has responsibility for sacramental preparation and children's liturgy, and with an existing strategy group, you will have a unique opportunity to shape the pattern of youth ministry here at St Alban & St Stephen.

Principle duties and responsibilities:

- To co-ordinate the development of a strategy for the accompaniment of young people which will enhance a sense of support and belonging, as well as the relevance of faith and parish
- To implement our strategy for the accompaniment of young people
- To ensure that our youth ministry is safeguarding compliant
- To co-ordinate the recruitment, training and formation of volunteer youth ministers
- To facilitate reflection on faith and parenting
- To co-ordinate or attend Parish meetings as required
- To facilitate participation in the wider life and mission of the church, especially Diocesan initiatives
- To carry out other duties commensurate for the proper performance of the role.

Measures of Success:

A key measure of success would be our young people's sense of a welcoming parish, which is willing to walk with them and which affords them a voice. A strategy of accompaniment might include among its aims:

- the development of our communication with younger parishioners
- a parish project which builds on young people's interests and concerns
- supporting the culture of service, within and beyond the parish, evidenced in schemes such as the Duke of Edinburgh award scheme
- a post First Communion group
- a Year 6/7 youth group
- a post-confirmation group
- a forum for those who are about to or who have 'left' home to commence college/university
- the exploration of vocation and employment
- the provision of opportunities for reflection, prayer and retreat
- increased participation of young people in parish liturgy, as welcomers, readers, musicians, singers
- the increased profile of young people within the parish and its structures.

The successful candidate will be expected to:

- to work flexibly, being available to work on Saturdays and Sundays, where necessary
- to attend relevant diocesan training and meetings, linking closely with Westminster Youth Ministry and being fully aware of the programmes they offer
- to contribute to the general tick of parish life

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 |
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| Be a practicing Roman Catholic in good standing with the church | E |
| Enthusiasm for working with young people | E |
| Ability to lead and enthuse young people | E |
| Ability to recruit, lead and enthuse volunteers | E |
| Self-starter able to take the initiative | E |
| Good communicator – ability to relate to people of all ages | E |
| Organisational skills, able to prioritise and meet deadlines | E |
| Demonstrable prior experience in organising youth activities | E |
| Internet and IT skills | E |
| Ability to work within a small team | D |
| A working knowledge of the Catholic Church's social and moral teaching | D |
| A working knowledge of Catholic Teaching especially the Church's social and moral teaching and its approach to the Environment | D |
| Experience | |
| Knowledge and experience of Youth Ministry | E |
| Exposure to Parish Life | E |
| Experience of volunteering in a parish setting | D |
| An interest in working for the Catholic Church | E |
| Experience of leading people in prayer | D |
| Experience of leading group events/visits | D |
| Qualifications | |
| A professional qualification in Youth Work / Ministry | D |