



Diocese of Westminster

Job Profile	Youth Ministry Outreach Manager
Department / Parish / Agency	WYM/Youth - Outreach
Reporting to	Director of Youth Ministry
Cost Centre	240
Location / Address	125 Waxwell Lane, Pinner
Management of	n/a
Contract type	Permanent
Hours	35 hours per week including evenings and weekends
Salary	£33,000 pa
Job Reference	576-240

Job Purpose: Overall responsibility for support and development of parish-based ministry, the promotion and development of young adult networks and the coordination of Diocesan youth events including pilgrimages.

Principal duties and responsibilities

1. To develop and establish a parish based model of youth ministry.
2. With the support of the Diocesan Youth Chaplain:
 - To develop and deliver accredited training programmes for 'young leaders',
 - To provide regular ongoing support for volunteer youth ministers,
 - To develop and promote young adult networks with parishes within the diocese,
 - To develop and coordinate Diocesan, national and international Youth Events.
3. On occasions, to lead day programmes for schools and parish groups.
4. To assist in the development and management of the Diocesan website for Youth and Young Adults; specifically help with the maintenance of the news and events section.
5. To be responsible for the recruitment and induction of WYM Outreach Team in order to meet the strategic objectives.
6. To motivate and inspire team members leading by example. To create an environment orientated to trust, open communication, creative thinking and cohesive team effort.
7. To operate an effective system of line management, in line with diocesan policies and procedures, including objective setting, six monthly reviews, annual performance appraisal and a planned programme of professional development for all WYM Outreach staff.
8. With the assistance of the Director of Youth Ministry
 - To build WYM Outreach's budget and manage its expenditure, ensuring it operates within agreed margins,
 - To ensure that safeguarding policies and procedures of the Catholic Church are applied and adhered to at all times,
 - To lead on WYM marketing and public relations activity necessary for the diocese to achieve the maximum possible exposure throughout the year.

9. To provide a monthly report detailing finances (actual expenditure vs budget), user statistics, programme development and staffing matters.
10. To identify and pursue fundraising opportunities in collaboration with the Director of Youth Ministry.
11. To work collaboratively with other diocesan departments; to collaborate with diocesan and national youth ministry networks.
12. To be responsible for the risk management of the Outreach team and operations and to ensure that the Outreach operates within its charitable objects and meets all legal, financial and regulatory obligations.
13. To be a designated WYM Outreach first aider and Safeguarding lead.

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 center. 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 and knowledge requirements	Essential/ Desirable
Commitment to the faith formation of volunteer youth team and the young people with a commitment to the teachings of the Catholic Church	E
Passion for youth ministry and evangelisation.	E
Ability to relate to children and young adults sensitively	E
Ability to engage, inspire and train young adults in youth ministry	E
Project management skills including risk management, budget building and fiscal management	E
Data analysis and reporting skills	E
Ability to meet challenging targets and operational goals	E
Excellent organisational skills, able to prioritise and meet deadlines with ability to sustain a diverse and demanding workload	E
Ability to think strategically	E
Excellent communications and presentation skills; both verbal and written	E
Ability to work alone and as part of the team. Commitment to collaborative ministry with all other members of the Youth Ministry Team	E
Ability to work collaboratively with Diocesan Agencies and Departments and to manage relationships with multiple stakeholders	E
Ability to work flexibly, including weekends and evenings and to travel across the diocese	E
Ability to lead teams of staff and volunteers with ability to manage diocesan programmes and dispersed teams	E
Ability to work with complete discretion and confidentiality. Ability to work with emotional intelligence and empathy	E
A commitment to on-going training and formation	E
Experience	
Practising Roman Catholic committed to faith formation	E
Knowledge and experience of safeguarding policies and procedures and their application in residential and off site settings	E
Experience of working with young people, young adults and/or youth leaders	E
Proven experience of working with volunteers	E
Experience of youth ministry including experience of leading retreats, catechesis and liturgies	E
Proven experience of preparing, delivering and developing youth ministry programmes and training	E
Knowledge and experience of formation programmes	E
Knowledge of diocesan and national networks and structures	E
Knowledge of the teachings of the Catholic Church	E
Knowledge and experience of Health & Safety regulations	E
Qualifications required	
1. Qualifications and/or experience in the fields of <ul style="list-style-type: none"> • Secondary or adult education • Evangelisation • Chaplaincy • Parish Youth Work 	E
Appropriate training and recent experience in parish catechetical/pastoral ministry	E
A formal theological background would be an advantage	E
Good knowledge of IT and Office Software packages	E

A car owner with full, clean driving license is essential and, if not already qualified, be willing to qualify as a first aider	E
Other Requirements	
The post is subject to an enhanced check by Disclosure and Barring Service	E