



# Diocese of Westminster

<b>Job Profile</b>	Retreat Leader
<b>Department / Parish / Agency</b>	WYM SPEC Retreat Centre
<b>Reporting to</b>	Senior Retreat Leader
<b>Cost Centre</b>	345
<b>Location / Address</b>	125 Waxwell Lane, Pinner, HA5 3EP
<b>Management of</b>	N/A
<b>Contract type</b>	Initially 2 year contract turning into Permanent
<b>Hours</b>	35 HPW (on average on rota, including some evenings and weekends)
<b>Salary</b>	£27,300 per annum
<b>Job Reference</b>	690-345

**Job Purpose:** Responsibility for delivery of day and residential retreat programmes for young people, aiding the Programmes Senior Retreat Leader with 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 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 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.

### **2. 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 contribute to the marketing and public relations activity necessary for the diocese, **including school visits**, to achieve the maximum possible occupancy throughout the year.

- c. To work collaboratively with youth ministry colleagues, clergy, parishes, other diocesan departments, schools, teachers, youth workers and catechists.
- d. 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 centred 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.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
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	D
Ability to manage a large retreat; ability to lead retreats for various age groups	E
Conscientious attention to detail and an understanding of the day to day practicalities surrounding the delivery of day and residential programmes	D
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	D
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

<b>Experience</b>	
Experience of working with young people, youth ministry and leading retreats	D
Experience and knowledge of design and delivery of retreat programmes for children and young people	D
Experience in team working and motivating colleagues in a faith-based projects; experience of volunteer supervision	D
Appropriate training and recent experience in parish catechetical or pastoral ministry	D
<b>Qualifications</b>	
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
<b>Other requirements</b>	
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.

This job opportunity includes the option for accommodation arrangements. Further details can be provided upon request.

This contract is offered on a Rota basis. Further details can be provided prior to the interview, upon request.