



Diocese of Westminster

Job Profile	Westminster Youth Ministry Outreach Worker
Department / Parish / Agency	Westminster Youth Ministry
Reporting to	Youth Ministry Outreach Manager
Cost Centre	345
Location / Address	125 Waxwell Lane, Pinner
Management of	N/A
Contract type	Permanent
Hours	35 hours per week (including evenings and weekends)
Salary	£29,000 per annum
Job reference number	770-345

Job Purpose:

Enabling parishes in sustainably developing their youth ministry, supporting youth leaders, and integrating young people into the life of the Diocesan youth network through retreats, programmes and events designed to support evangelisation and discipleship.

Principle duties and responsibilities:

1. To facilitate, coordinate and support the Church's outreach to youth and young adults.
2. To contribute to the strategy for parish based ministry and aid in its development and establishment in parishes.
3. To contribute to the development and delivery of training programmes for volunteers, paid youth ministers and young leaders. Evaluate training programmes used in parish based youth ministry.
4. To develop and lead (when necessary) day retreats and catechises programmes for schools and parish groups.
5. To develop and promote young adults networks across the diocese.
6. To assist in the development, coordination and delivery of Diocesan Youth Events.
7. To work collaboratively with other diocesan departments; to collaborate with diocesan and national youth ministry networks when necessary.

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
Commitment to the faith formation of the young people and dedication 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
Excellent organisational skills, able to prioritise and meet deadlines with ability to sustain a diverse and demanding workload	E
Ability to coordinate and deliver programmes	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 flexibly, including weekends and evenings and to travel across the diocese	E
Ability to work collaboratively with Diocesan Agencies and Departments and to manage relationships with multiple stakeholders	E
Experience	
Practising Roman Catholic committed to faith formation	E
Knowledge and experience of safeguarding policies and procedures	E
Experience of youth ministry including experience of leading retreats, catechesis and liturgies	E
Experience of working with young people, young adults and/or youth leaders.	E
Proven experience of preparing, delivering and developing youth ministry programmes and training	E
Proven experience of working with volunteers and be able to inspire and train adults in youth ministry	E
Knowledge of Catholic youth ministry networks and structures and teachings of the Catholic Church	E
Knowledge and experience of Health & Safety regulations	D
Qualifications	
Qualifications and/or experience in the fields of <ul style="list-style-type: none">• Primary, Secondary or adult education• Evangelisation• Chaplaincy• Parish Youth Work	D

Appropriate training and recent experience in parish catechetical/pastoral ministry	E
Good knowledge of IT and Office Software packages	E
A car owner with full, clean driving license	D
Other Requirements	
The post is subject to an enhanced check by Disclosure and Barring Service	E