



North West Hampshire Youth Ministry Co-ordinator

Job Description

Date of appointment:TBC

Key Purposes: To work with young people of the Catholic community aged 11 – 25, to help them develop their relationship with God and nurture their faith, individually and as part of the Catholic community. To develop youth leaders across the Pastoral Area (PA).

Genuine Occupational

Requirement: Part 1 of Schedule 9 to the Equality Act 2010 applies to this post with respect to religion. The jobholder must be a practising member of the Catholic Church who lives its ethos and teachings in order to teach the Catholic Faith with conviction and integrity, conveying commitment to the teaching and mission of the Catholic Church, and modelling to the young a life centred on full, conscious and active participation in the sacramental life of the Church.

Location: Base to be agreed. Much of the work will take place in Basingstoke, but the role will also involve some work within all five parishes of the North West Hampshire PA.

Responsible to: The Line Manager under the direction of a Management Committee, which will agree priorities and set goals for each year with the PA Youth Ministry Co-ordinator (PAYMC).

Main Responsibilities:

- 1 To encourage and enable young people to become active members of their worshipping communities. To develop and support a PA Youth Council.**

Catechetical sessions to be offered to help young people in their understanding of the Mass; working with adults already involved to encourage and support young people as part of the group providing music for Mass; training young people as part of the welcoming team, and as Readers and Eucharistic Ministers.

A PA Youth Council to be established by January 2012.

- 2 To liaise with the Line Manager, the Management Committee, and the Diocesan Youth Advisor in order to develop a strategic plan towards developing youth ministry in the PA. To contribute towards the evaluation of the work undertaken.**

Fortnightly meetings with the Line Manager; half-termly meetings with the Management Committee, plus an annual review.



- 3 To establish a programme of regular and one-off activities which respond to the spiritual, catechetical and social needs and aspirations of the young people. To include international, national and local events, such as World Youth Day and spiritual retreats.**

To work with volunteers to develop provision for young people of this age, offering them regular and frequent meetings for Catholic catechesis, prayer, reflection and socialising, building on the foundation of current "Pizza, Ponder and Prayer" sessions.

To actively promote the opportunities offered nationally and by the Diocese, to arrange transport and parental consent as required, and to support young people in fundraising for the events and pilgrimages when necessary. To prepare and lead participants from the PA for WYD 2013.

- 4 To establish involvement in Bishop Challoner School and develop an on-going strategy for supporting the partnership between home, parish and school, whilst including and addressing the needs of young Catholics in the PA attending other secondary schools.**

It is expected that the PAYMC would form an effective working relationship with the School Chaplain; be involved in the development of appropriate activities within the school; and in advance of main events would promote these opportunities within the school.

The PA consists of 5 parishes and not all young parishioners attend Bishop Challoner School. A key element of this role is integrating and developing young people within the participating parishes and the whole PA.

- 5 To form young people as potential youth leaders in the PA.**

It is important that potential leaders and leadership skills are recognised and given opportunities to flourish. In particular, we are looking to help our young people to grow in confidence as peer ministers.

- 6 To support individuals already involved in youth ministry at their local church; to identify and support potential youth leaders. To act as a model of good practice to such volunteers, providing them with inspiration, guidance and training as appropriate.**

Building on the excellent work which has already taken place, in particular with respect to the WYD 2011 project, it is expected that volunteers would have their own opportunities for spiritual and catechetical development and that formation opportunities will be provided, as well as social gatherings. It is expected that volunteers would need to be made aware of appropriate training in up-to-date best practice.



- 7 To facilitate the participation of the young people in social outreach and justice and peace projects, which give them further opportunities to contribute to the parish and wider communities.**

These activities do not currently exist for the young people in the PA parishes. The post holder will work with CAFOD, Youth SVP and other Catholic social justice groups to create appropriate activities for young people to develop this work.

- 8 To undertake personal, spiritual and professional formation.**

Attendance at relevant diocesan training is part of the job, to keep up-to-date with the best of what is available for Catholic youth in the Diocese.

The PAYMC will be required to seek out other opportunities for formation and to discuss and agree these with their Line Manager.

- 9 To be an active member of the Area Pastoral Council.**

This Council meets on Saturday mornings, 6 times per year.

- 10 To be responsible for keeping updated the youth section of the new PA website (due to be launched in October 2011).**

The new PA website will be easily updated via a content management system using Word.

- 11 To develop resources, keep a record of activities and expenditure and to be responsible for the day to day running of the budget.**

The PAYMC will be responsible for administering a budget for resources and for working with the appropriate people within the PA to ensure all money for events and trips is collected and properly accounted for.

- 12 To ensure that all work is undertaken in accordance with Diocesan safeguarding and operating policies and procedures and that risk assessments are carried out and risks mitigated where possible.**

The PAYMC must undertake training in the Diocesan safeguarding procedures and ensure that fellow youth leaders are CRB checked and trained by the Diocese. The PAYMC must also become familiar with the appropriate Diocesan operating policies and procedures.

- 13 To undertake other relevant duties as the Line Manager may reasonably require.**



General Terms of Employment

- Salary:** £20,000 - £22,000 depending on qualifications and experience
- Contract Length:** 3 years, subject to successful completion of a 6-month probationary period and successful annual reviews
- Hours of Work:** 35 hours a week worked flexibly, but will include evening and weekend working
- Expenses:** Travel and training expenses will be paid as agreed with the Line Manager
- CRB Disclosure:** Enhanced CRB disclosure is a condition of employment

Application and Interview Procedure

Application must be made on the Diocesan Application Form for this position, which may be downloaded from:

the North West Hampshire Pastoral Area website: www.nwhantspa.org.uk

or the Portsmouth Diocese website: www.portsmouthdiocese.org.uk.

Completed application forms should preferably be emailed to:
recruitment@nwhantspa.org.uk or may be posted to:

PAYMC Recruitment
St Michael's Presbytery
Bishopswood Road
Tadley
Hampshire
RG26 4HG

If you submit your application by post, please submit your completed Equal Opportunities Monitoring Form with it, but sealed in a separate envelope, clearly marked "Confidential – Equal Opportunities Monitoring Form".

If you submit your application by email, please post your completed Equal Opportunities Monitoring Form sealed in an envelope, clearly marked "Confidential – Equal Opportunities Monitoring Form" to the address shown above.

Thank you.

Deadline for receipt of applications: 12 noon on Monday 31 October 2011

Date for interviews: Monday 21 November 2011

Starting Date: TBC, but as soon as practical

If you wish to find out more about this post, please contact Fr Mark Hogan on 01256 323595 until 16 October or Mary Lee on 0118 981 3221 until 31 October.