

YOUTH MINISTRY COORDINATOR IN WOKING, SURREY

DIOCESE OF ARUNDEL & BRIGHTON

INTRODUCTION

Young people are an integral part of our parish community and are the future of our faith. As St John Paul said, they are the “church of today and the hope of tomorrow.”

Many young families live in Woking parish, which includes St Dunstan’s, a thriving Catholic Primary School (630 pupils) and St John the Baptist School, the Deanery Catholic Secondary School (1300 pupils). The vision and opportunities provided by a Youth Ministry Coordinator, in addition to the more formal catechetical programmes for Reconciliation, Holy Communion and Confirmation, will encourage our young people to become more fully part of the family of faith.

Woking Parish is looking to appoint a full-time Youth Ministry Coordinator who, with the support of the Parish Team, Parish staff and volunteers, will be responsible for the organisation and the provision of support for young people in the parish, primarily those aged between 7 and 18.

THE ROLE

The role of Youth Ministry Coordinator will be to develop a programme of activities, in addition to Sacramental Preparation, which enable young people to participate more effectively in the world and in the life and worship of the church, through social and charitable action, worship and personal growth and awareness.

The role will also include responsibilities in the following areas:

Young People

- Take responsibility, in conjunction with parents and clergy, for the evangelisation and discipleship of 7-18 year olds in the parish, providing appropriate programmes, resources, and other opportunities to ensure that this happens.
- Ensure that the parish is meeting its responsibilities to young people regarding safeguarding, health & safety, and any other obligations.
- Take responsibility for the provision of preparation for the Sacrament of Confirmation.

Volunteers

- Build a network of supporters and volunteers.
- Manage the tasks and responsibilities of volunteers for the programme of activities.
- Develop a programme of training and support for the volunteers.

Parents

- Build a network of support with the Parents.
- Provide an occasion at the start of the school year to present to Parents an outline of programmes and activities for the coming year.

Schools

- Work closely with the lay chaplains at St Dunstan's and St John the Baptist schools.

Database

- Build up a database of young people, volunteers and supporters.
- Ensure that any information collected is used in line with the General Data Protection Regulations (GDPR).

Publicity and Communication

- Oversee the publicity of events and methods of communication of activities through various media
- Inform the parish on a regular basis, through updates in various media, of activities that have taken place or are planned for the future.

Finance and Time Management

- Manage the Youth Ministry budget.
- Manage the collection of funds, re-imburement of spending or other sundry expenses for particular activities.

Broader Context

- Liaise with the Diocesan Youth Office and be involved in Diocesan initiatives and events where possible.
- Liaise with the Surrey Youth Service for support and guidance in the areas of organisation, training and fundraising.
- Liaise with other Youth Workers in the Woking area.

PERSON SPECIFICATION

There is a Genuine Occupational Requirement that the post-holder is a practising Catholic and will

- be an experienced youth worker
- have excellent communication skills
- have good organisational ability
- be flexible in terms of availability for evening and weekend work
- be an active member of the church community and ideally live locally
- demonstrate a commitment to continuing professional development (meetings/conferences/training)
- demonstrate a commitment to personal spiritual growth
- be willing to undergo an enhanced DBS check
- be confident in dealing with people in a range of situations, including potentially difficult encounters
- have a full UK driving license and a car which he/she is willing to use for work purposes.
- have good IT skills, particularly with regard to social media, word processing, and communication platforms.
- be a trained catechist, at least to CCRS standard, or be willing to undertake such training.
- be a qualified First Aider, at least to 'Emergency First Aid at Work' standard, or be willing to undertake such training.

Title	Youth Ministry Coordinator
Form of Employment	40 hours per week, to include some evening and weekend work
Place of Work	St Dunstan's Catholic Church, Shaftesbury Road, Woking, GU22 7DT ☎ 01483 760652
Reports to	Parish Priest
Salary	Up to £25,000 depending on experience
Pension	The Diocesan pension is a non-contributory group personal pension plan. The employer's contribution is 15% of the gross salary; this is not taxable

The terms and conditions of employment will be those of the Diocese of Arundel & Brighton, further details available on request.

Applications should be submitted by 8th June 2018 and include

1. Curriculum vitae
2. A letter outlining the reasons why the candidate is applying for the job and what he/she can bring to the role
3. Recent salary history
4. Names and contact details of 3 referees, one of whom should be the current or most recent employer. References will not be sought until after interview.

Applications should be sent to Fr Peter Andrews, St Dunstan's Catholic Church, Shaftesbury Road, Woking, GU22 7DT, or to st.dunstan@dabnet.org.

Interviews will take place week beginning 25th June 2018