

Job Title:	Youth Ministry Co-ordinator (ref 14/2017)
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location:	Parish of the Durham Martyrs
Contract:	Fixed term – three years
Working Pattern:	Flexible, will include some evenings and weekends
Hours of Work:	37.5 hours per week
Salary:	£23,360
Grade:	4
Reporting to:	Line Manager from Management Group
Start Date:	1 November 2017 or as soon as possible thereafter

Job description

Purpose and objectives

To provide opportunities within the Parish of the Durham Martyrs for children, young people and their families to have experience of Church, to build relationships, to develop community and to grow spiritually.

Key responsibilities

1. Inspire train and support volunteers, both adults and young people, with a special focus of raising the profile and involvement of children and young people within the parish community;
2. Organise activities in the churches of the parish and the schools for children, young people and their families;
3. Work with parish priest and lay parish leaders to arrange for children and young people to be involved in general parish activities;
4. Work closely with school staff as part of an integrated youth ministry strategy, linking the schools and local community in supporting their children and young people;
5. Organise, plan, prepare and facilitate a number of parish and joint school-wide activities including liturgical celebrations;
6. Facilitate involvement of children, young people, families and adult parishioners in parish and diocesan youth ministry activities;
7. Publicise youth ministry activities to the parish, town, Diocese and wider community;
8. To be involved in, further develop and facilitate the sharing of good practice with the prayer and worship life of the schools;
9. To be visible in the churches of the Parish and approachable in supporting the pastoral life of the community;
10. To attend training relevant to the role of Youth Ministry Co-ordinator;
11. To be closely involved in the process of transition from the primary schools into St Leonard's Secondary School;
12. Prepare regular progress reports for Management Group.

Personal Specification

Essential Criteria

- Experience of working with and developing children and young people;
- Ability to relate to and inspire children and young people;
- Practising, committed Catholic;
- Experience of working with volunteers;
- Understanding of Catholic formation and liturgy, and have the ability to develop appropriate programmes;
- Strong oral skills, including giving presentations and facilitating meetings;
- Excellent planning and organisational skills;
- Outstanding interpersonal skills to work as part of a team;
- Ability to engage with and deliver to a wide range of audiences;
- Willingness to work flexible hours, including evenings and weekends;
- A sense of humour and good problem solving skills;
- Be self-motivated with a good sense of responsibility;
- The ability to drive projects forward to a successful conclusion;
- Understanding of the importance of confidentiality and the ability to abide by it;
- Awareness of the safeguarding of children and vulnerable adults;
- Driving Licence and access to a car;
- Excellent and up to date IT skills including experience of using a variety of social media platforms.

Desirable Criteria

- Degree or Higher Education qualification;
- Qualified youth worker;
- Creative liturgist;
- Experience of working ecumenically;
- Creative musician.

This post is subject to an Enhanced DBS check.

Benefits

- 22 days holiday per year plus statutory holidays increasing by one day each year (as at 1 April) to a maximum of 27 days. These are to be taken during school holidays;
- Employer matched pension scheme (up to 7.5%).

General

Six month probationary period.