



## Alton Castle Retreat Centre, Programme Leader Job Description

<b>Hours of Work:</b> Full-time, flexible working as required including evenings and occasional weekend work.	<b>Holiday Entitlement:</b> 20 days plus bank holidays.
<b>Salary:</b> £15,500 - £18,200 dependent upon qualifications and experience, plus comfortable live-in accommodation, meals on duty (equivalent £22,500)	<b>Line Manager:</b> Programme Director, Alton Castle

### Main Role

The Youth Ministry Services within the Archdiocese of Birmingham have united under one umbrella of The Kenelm Youth Trust. The Trust is based at Alton and the primary place of work will be Alton Castle. We summarise our mission thus: **Alton Castle is a place to encounter Christ through creation, challenging activities and community.**

The main functions of this role include:

- To deliver holistic residential and day programmes for the personal, spiritual, social and educational development of children and young people for 7-14yr olds (Years 3-9)
- Assist in the pastoral support of the volunteer team within the Catholic ethos of the Centre
- To promote and develop the Catholic Community at Alton

### Duties and Responsibilities

#### **Leading Retreat Programmes**

- To lead effective personal and spiritual development programmes, under the direction of the Programme Director facilitating the young adult mission team
- Co-operating and communicating effectively with other members of staff and visiting staff and chaplains throughout the programmes
- Liaising with visiting staff, schools and groups, prior to, during and after retreat programmes
- To undertake necessary administrative work
- To assist the planning, delivery, monitoring, evaluation and development of day and residential retreats
- Creating of sessions and prayers for residential and other events
- To attend and participate in appropriate meetings
- To support development of policy

### **Mission Team**

- To inspire and support the Team in the delivery of the programmes and Community Living
- To give individual team members professional support and supervision
- To plan and evaluate effectively with staff, visiting staff and team members
- To deliver team training
- To support the recruitment of team members and the promotion of gap years among sixth forms



- To live as part of the Catholic Community, to reside on site with young team members, engaging daily in community life and prayer. (Some of this community commitment may be in addition to the normal working hours.)

### **Leading and Developing Programme Activities**

- Work with the Programme Director, the other programme staff and the senior activity instructor in all aspects of the programmes and development of programmes, to renew existing activities so as to increase the benefit received by the individual visiting children and young people, to support and develop the day retreat and outreach programmes
- Lead activities with children and young people, in particular to model best practice to team
- Have an excellent working knowledge of all aspects of health and safety codes and practices and implement them in leading and developing of activities
- To review and improve the spiritual aspects of the retreat

### **Spiritual Development**

- Work with the Spiritual Director and Programme Director to maintain and develop the spiritual content of designated activities, *e.g.* meditations, liturgies and sacramental celebrations for both the young people and for the team
- Seek to grow and develop your own spiritual life, to have a strong desire to live this out in both life and work, acting as an example to others. To share as fully as possible all aspects of Community Life.
- Liaise closely as required with any visiting priests

### **Personal Training and Leadership Development**

- Together with Directors to identify appropriate professional qualification and undertake necessary study
- To acquire, as necessary, professional qualifications for outdoor activities or youth ministry
- To attend regular professional development and supervision meetings, including participating in gatherings of Programme Leaders of other Retreat Centres

### **Working with Other Staff**

- Work with other Castle departments as required
- Work with other Kenelm departments as required, especially those at Soli
- Support the Castle 'shop' –to share responsibility for the secure and well-run operation of this funding stream resource
- To support the Centre Manager and Operations Team to ensure the smooth running of support services (Admin, Housekeeping, Maintenance and Catering)
- Report to supervisor any area of concern *e.g.* broken equipment
- Support diocesan events as required
- Be prepared to help-out with special events such as fundraising and P.R. events
- To provide hospitality to own programme groups and other users from time to time
- To be part of the emergency contact out of hours rota where it is appropriate



### **Safeguarding**

**The safeguarding of children and young people is a priority for the Kenelm Youth Trust. Therefore, you must be ready, willing and able to:**

- To undergo regular training in child protection and safeguarding
- To liaise with the diocesan safeguarding staff
- To liaise with the named safeguarding designated on-site persons, to help implement and monitor the safeguarding policy

### **Other requirements**

- Be prepared to undergo any necessary activity training or Catholic youth ministry, or theological development as and when required.
- To foster the Catholic ethos of the Castle
- To be a practising Catholic, a living example of a committed Christian
- You will be expected to work regular evenings, some weekends and occasional Bank Holidays
- To live on-site in accommodation provided
- To be on call during programmes in case of emergencies

### **Additional Information:**

- You may be required to undertake additional study toward a recognised qualification which the Kenelm Youth Trust will contribute towards financially where possible.
- You are expected to live on-site with accommodation and subsistence on programme provided, subject to your employment.
- You will be required to adhere to the Kenelm Youth Trust staff code of conduct and other policies and guidelines, including those related to managing risks associated with the COVID-19 pandemic.
- This appointment is subject to suitable and satisfactory references and a successful enhanced DBS clearance prior to starting work.
- You will from time to time be required to support other programmes and groups using the Castle and occasionally be the named staff member on call.
- You may also occasionally be required to lead programmes at Soli, or provide support in other ways, eg Soli outreach.
- To be supportive of the Catholic ethos of the Kenelm Youth Trust and to uphold the teachings of the Church.
- To attend and participate in residential events such as the annual 'volunteer conference' and other visits.
- To work, as required, in cooperation with all aspects of the Kenelm Youth Trust.
- Meals are provided while working on programme.
- To comply with all safeguarding legislation by receiving regular training.
- Probationary period for this role is 6 months (not including summer or other breaks).
- Holiday entitlement: 20 days plus bank holidays You will normally be required to work during school terms, having holiday entitlement to 2 weeks at Christmas, 2 weeks at Easter, 2 weeks in the Summer (usually first two weeks of August).