



Programme Leader and Outreach Co-ordinator - Soli Centre for Youth Ministry

<p>Hours of Work: Full-time, flexible working as required including evenings and occasional weekend work.</p>	<p>Holiday Entitlement: 20 days plus bank holidays.</p>
<p>Salary: £18,200 - £20,000 dependent upon qualifications & experience. Live in accommodation and meals on duty Total salary package equivalent to £22,200 – £24,000</p>	<p>Line Manager: Programme Director, Soli Centre for Youth Ministry</p>

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 Soli Centre for Youth Ministry with travel throughout the Archdiocese and beyond for outreach into our schools and parishes.

The main functions of this role include:

- To deliver holistic residential and day programmes for the personal, spiritual, social and educational development of young people residentially (14-25 year olds), outreach (11-18 year olds)
- To co-ordinate, deliver and support the growth of school and parish outreach and mission programmes.
- 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 Programmes

- To lead effective personal and spiritual development programmes, under the direction of the Programme Director, facilitating the young adult mission team.
- Cooperating and communicating effectively with other members of staff and visiting staff and chaplains throughout the programmes and outreach.

- Liaising with visiting staff, schools and groups, prior to, during and after retreat programmes and outreach
- Undertake necessary administrative work.
- To assist the planning, delivery, monitoring, evaluation and development of day, outreach and residential retreats
- To lead four residential retreats per month or as required
- To attend and participate in appropriate meetings
- To support development of policy
- To be first point of contact and responsible for group during their whole retreat, supported by the Director.

Outreach Co-ordination

- With support from the Programme Director develop, plan and deliver high quality outreach programmes.
- Administrate and take a lead on communication and co-ordination for outreach bookings, in conjunction with the booking administrator and Programme Director.
- With support from the Programme Director grow the number of schools and parishes taking up Soli Outreach programmes.
- Support the Programme Director in the planning and co-ordination of school missions.
- To arrange and deliver assemblies to diocesan schools booked for residential retreats.
- To facilitate evaluation and monitoring of outreach programmes with team, centre staff and school staff.
- To develop our work with young people who are disadvantaged or at risk.

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
- 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 and fellow programme staff 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 retreatants.
- Develop and write effective and engaging new residential, day retreat and outreach programmes for KS3, KS4 and KS5 groups.
- Lead activities with children and young people.
- 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 develop and promote a range of open retreat opportunities.
- To review and improve the spiritual aspects of the retreat.

- To acquire, as necessary, professional qualifications for outdoor activities or youth ministry.

Spiritual Development

- Work with the Spiritual Director and Programme Director to maintain and develop the spiritual content of designated activities, *e.g.* session inputs, activities, 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

Working with Other Staff

- Work with other KYT departments as required.
- Support the Soli 'shop' –to be responsible for the secure and well-run operation of this funding stream resource.
- To liaise with the Centre Manager and Operations Team to ensure the smooth running of support services (Admin, Housekeeping, Maintenance and Catering).
- Be prepared to help-out with special events such as fundraising and P.R. events

Safeguarding

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

Other requirements

- To contribute to social media, the KYT website, annual report and other forms of communication as required.
- 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 Soli Centre for Youth Ministry
- To be a practising Catholic, a living example of a committed Catholic
- 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.

- This appointment is subject to suitable and satisfactory references and a successful enhanced DBS clearance prior to starting work. References will be taken up before interview and appointment is subject DBS clearance.
- You will be required to take a turn to support other programmes and groups and hospitality bookings using the Soli Centre and be the named staff member on call.
- To be supportive of the Catholic ethos of the Kenelm Youth Trust and to be a practicing and committed Roman Catholic.
- To attend and participate in residential events such as the annual 'volunteer conference' and other visits.
- A full UK driving licence is essential to this post
- 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.
- 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).
- The nature of the work may require extra hours during term time which will be given back as time in lieu mostly during school holidays.
- This post requires somebody with the ability to be highly flexible as we respond to the impact of Covid-19. We are anticipating our youth ministry at Soli to have a period of regrowth in 2021 and the successful applicant will be adaptable and responsive to these changing needs.