



Person Specification – Retreat Centre Director

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Have a recognised qualification in Youth Work, Youth Ministry, Teaching, Theology or 5 years plus relevant experience in Catholic Youth Ministry. • Hold a current driving licence. • Relevant IT Qualifications or Training in Microsoft Word, Outlook and Excel. 	<ul style="list-style-type: none"> • Safeguarding Qualification. • Training in mental health. • First aid and H&S qualifications. • Counselling
Experience	
<ul style="list-style-type: none"> • Have worked at Diocesan or national level in a paid or volunteer role. • Be experienced in supervising staff and in professional supervision. • Be experienced in managing teams of volunteers. • Be a gifted retreat facilitator or experienced in group work or counselling. • Have proficient IT skills and be able to use a variety of presentational media. • Knowledge and training in safeguarding children and child protection practice. • Working to deadlines and targets. 	<ul style="list-style-type: none"> • Managing Budgets. • To have had some experience of fundraising. • Have experience in the Hospitality industry. • Have experience in Adventure Education.
Skills, Knowledge and abilities	
<ul style="list-style-type: none"> • Be an energetic and passionate Youth Minister or Educator. • A good administrator, able to juggle priorities and efficiently communicate internally and externally. • Be able to work flexible hours, including regular evenings and weekends. • The skills to have a rapport with young people and be able to encourage them formally and informally. • Excellent communication skills, including written, oral and ICT. • Good interpersonal skills. • Active listening, advocacy and empathy skills. 	<ul style="list-style-type: none"> • Have good skills in using social media. • Effective and strategic planning and implementation skills.



<ul style="list-style-type: none">• Good time management and be well organised.• Ability to prioritise and a keen eye for detail.• Have an ability to develop vision and plans for Youth Ministry at Alton in the Archdiocese of Birmingham.• Ability to reflect critically and theologically on their work.•	
Personal Qualities	
<ul style="list-style-type: none">• Be a practising member of the Catholic Church who lives its ethos and teachings and to be able to sign the Catholic teacher's agreement.	<ul style="list-style-type: none">• Enthusiasm and the ability to enthuse others. Willingness to travel around the diocese, as the work requires.• To be a joyful presence, approachable and good humoured.• Passion in seeing that all young people achieve their God given potential.

DBS Disclosure: Enhanced DBS disclosure is a condition of employment.

Probationary period: 12 months.

Holiday Entitlement: 25 days plus bank holidays and discretionary days

Applications should be downloaded and completed in Microsoft Word and returned either by e-mail to Debbie.Woodward@kenelmyouthtrust.org.uk or by post to:

Debbie Woodward
Alton Castle
Castle Hill Road
Alton
Staffordshire
ST10 4TT

Three references will be required for the successful candidate. At least two references will be requested upon being chosen for interview of which one is usually a Parish Priest.

To arrange an informal discussion please contact Debbie.Woodward@kenelmyouthtrust.org.uk



Closing date for applications: 10th April 2025
Date for interviews: week commencing 14th April 2025
Start date to be agreed.