



<b>Job Title</b>	Retreat Centre Director Kenelm Youth Trust
<b>Location</b>	Alton, Staffordshire
<b>Reporting to</b>	The CEO
<b>Salary</b>	Salary £33,000-£37,000 + attractive housing, large 2-bedroom country cottage on site included (bills not included)
<b>Holiday leave</b>	25 days a year + Public Holidays plus discretionary days.

The Kenelm Youth Trust oversees and supports the youth work provision in the Roman Catholic Archdiocese of Birmingham:

- Retreat and Residential Youth Ministry both at Alton Castle residential youth retreat centre for 9-13-year-olds and the adjacent Soli Centre for Youth Ministry serving as a residential retreat centre for 14-25-year-olds and the team delivery of Outreach and Mission in secondary Schools.
- Parish work: Parish Development Workers train and resources parish-based youth work and organises trips, pilgrimages, diocesan events and social action projects.
- A School Chaplaincy Project supporting the work of Lay School chaplaincy in our schools across the Archdiocese.

The Kenelm Youth Trust was established to bring our services for young people under one umbrella enabling greater collaboration as we strive to serve Christ's mission to our young.

Our Mission is committed to the evangelization and catechesis of young people: providing an engaging experience of the Catholic Church and creating the opportunity for people to encounter the person of Jesus Christ personally. Young people are invited to reflect upon their faith, their lives, the lives of others and the world in which they live. Through increased awareness and experiential youth ministry, we aim to assist young people in their personal, social, and spiritual growth.

The Kenelm Youth Trust have brought Soli from Stratford to be adjacent to Alton Castle, enabling these two retreat centres to share support services, HR, bookings systems, catering, maintenance functions allowing an economy of scale.

The site now at Alton provides spectacular facilities in spectacular grounds for the Director to utilise, recent refurbishments to both Soli and the Castle afford a spectacular venue, with a faith



filled Mission Team in which to serve young people in a place of beauty, which sings of the glory of God. These youth ministry programmes are rooted in Christ's teaching and mission as communicated to us through the Gospel and the Catholic Church. They have as their goal the faith and spiritual development of our young people. These Centres seek to build on the strong tradition of youth ministry in our Archdiocese and are firmly established on peer education principles. The Spiritual Director is working in collaboration with qualified staff and a young team to facilitate dynamic and holistic personal development programmes.

We are now seeking a Retreat Centre Director to head up the residential Centres at Alton and to work collaboratively with the senior leadership of the Kenelm Youth Trust to realise our vision for a seamless ministry to, with, by and for young people. The focus of this role will be to help meet the spiritual needs of children, young people, and young adults especially those who are disadvantaged in any way. We have a summer programme at Alton which will include camps, events and activities to support parishes and families, this post will be key to developing this piece of work. Other holiday time activities will run in both Centres as income generation streams to ensure cost effectiveness for schools and groups during term-time.

The Trust aims to provide a safe and secure environment for the staff, volunteers and guests who use and /or live at the Centres or use its services: ensuring that the Centre, staff and volunteers adhere to statutory requirements and Kenelm Youth Trust policies, particularly those concerning Health and Safety and the safeguarding of children and vulnerable adults.

The Retreat Centre Director at Alton will have overall responsibility for the co-ordination and delivery of the residential programme, day retreats, outreach work and school missions.

This role is required to live on site in order to fulfil on call and DSL requirements. Regular evening and weekend will be required for which time off in lieu will be given.

The Retreat Centre Director, under the guidance of the Spiritual Director, will have responsibility for the residential community life of all the young volunteers and youth ministry staff based at Alton.

This role works closely with the Centre Manager who is responsible for high level administration of human resources and support services (bookings, catering, maintenance, housekeeping, and administration). The Centre Manager will support the Retreat Centre Director with Health & Safety compliance.

This role also works closely with the Activities Manager who is responsible for the maintenance and development of the outdoor adventurous activities, managing the site and activity stations,



care of equipment and liaison with specialist or national bodies required for adventure activities. The Retreat Centre Director works closely with the Activities Manager ensuring staff and team are trained and the programme is closely monitored for safety and quality control.

We are seeking an experienced youth work manager to shape and develop the programmes across the site. The role carries considerable responsibility for the community life and working with schools and groups to design tailor made retreats and programmes.

### **Key Responsibilities**

- To provide a real sense of hospitality to our retreatants, visiting staff and other groups and guests, and a welcome to a simple Christian community living which underpins the mission and ministry at Alton.
- To market and be accountable for the Retreat Programmes and manage the bookings calendar to ensure a full bookings' diary at both Centres. To promote both retreat centres and market its facilities and programmes effectively, to reach agreed capacity levels to work with as many schools and parishes as possible on an annual basis.
- To liaise effectively with stakeholders, including Principals, CEO's, CSELS, PICCLs, Clergy, and visiting staff, and own programme group leaders to ensure return bookings and work with new schools and parishes. To give regular presentations to these groups.
- To be accountable for the day-to-day upkeep of facilities at Alton including land and buildings alongside the Centre Manager ensuring the Trusts compliance.
- To meet with the Centre Manager and Activities Manager weekly to plan and monitor operations: activities, catering, housekeeping, bookings and maintenance needs.
- To manage the day to day running of the Retreat Programmes through effective communication with staff working on site.
- To attract, recruit, train and support the Mission Team serving Soli & Alton Castle.



- To lead and co-ordinate the three-week Induction Programme for the Mission Team, with support from Senior staff.
- This role is part of the Senior Leadership Team in the Trust.
- To provide the senior emergency on call for programme staff and monthly on call for other groups using the Centres.

#### Other Responsibilities

- To provide a 6-weekly report to the CEO detailing user statistics, programme development, staffing matters and volunteer development. Occasional presentations to the Trustees.
- Train and support senior programme staff to prepare, lead, monitor and evaluate effective and high impact retreat experiences.
- To become qualified as a senior instructor in at least one area of outdoor educational activities offered at Alton. This requirement involved first aid training.
- To lead weekly meetings with the Youth Ministry Programme staff to ensure the smooth running of retreats across the site.
- To lead one programme per month and observe programme regularly to ensure quality control.
- To develop a stimulating youth retreat programme for each age group and young adult open weekends and events which:
  - Serve the spiritual, sacramental, catechetical, moral, and personal development of young people.
  - Develop an Outreach and Mission programme.
  - Develop peer education models of leadership.
  - Build on the popular Soli retreats.
  - Build on the popular Alton Castle style programmes.
  - Are monitored and evaluated.
  - Use new and effective methods of communicating the gospel with young people e.g. digital ministry, worship, music, and the arts.



- To work towards an agreed capacity target, enabling schools and youth groups to benefit from these amazing facilities and programmes.
- To collaborate with the Spiritual Director in having oversight of Alton community life including its spiritual and liturgical life.
- Support the Spiritual Director to ensure delivery of a programme of faith formation, training and mentoring that will serve the Mission Teams personal and spiritual development.
- To operate an effective system of line management, including half-yearly reviews of targets, annual appraisal, and a planned programme of professional development for Youth Ministry staff.
- To assist in managing the Centre's budget, energy use, direct retreat expenses and overheads with the support of the CEO.
- To identify and pursue fundraising opportunities in collaboration with the CEO.
- To support and collaborate with the Centre Manager to ensure that the Centre is appropriately maintained, establishing an ongoing programme of short- and longer-term maintenance.
- To ensure and manage the security of the site and community accommodation in collaboration with other staff.
- To maintain a presence within diocesan life to promote and advocate for young people and KYT.
- To liaise with relevant agencies and groups regularly e.g. Safeguarding Offices, DES, CAFOD, Statutory Bodies, CYMfed.
- Due to the nature of this post, it will be a requirement to be a practicing Catholic.