

# THE CATHOLIC DIOCESE OF NORTHAMPTON



## Terms of Employment

**Job Title:** Parish Youth Co-ordinator

**Contract Type:** Fixed-term – 3 years, with potential for renewal

**Location:** St Aidan's Church, Little Chalfont

**Responsible to:** Fr Roy Karakkattu

**Working Hours:** 20 hours per week. Working pattern to be agreed which will include regular evening and weekend commitments.

**Salary:** £30,000–£35,000 FTE (dependent on experience), pro rata for 20 hours per week.

## Job Purpose

Working with young people aged 10 – 18 and their parents in the parishes of St Aidan's, St Columba's, Immaculate Heart of Mary and Our Lady's (The Four Parishes), the Youth Co-ordinator will be tasked with deepening and strengthening the relationship of each young person with Jesus Christ and enhancing their lived experience of the Catholic faith.

The Youth Co-ordinator will build a team of interested adults within the Four Parishes and linking with the opportunities provided by the Northampton Youth Ministry Office (NYMO), will provide a wide range of spiritual, service and social opportunities.

After a year, the expectation would be that for each young person there would be at least two significant activities or opportunities each month. The Parish Youth Co-ordinator will ensure that all opportunities fully conform to all Diocesan and Statutory Guidelines in terms of Safeguarding (Child Protection) and Health and Safety.

## Important Relationships

Fr Roy Karakkattu, Fr Mirek Misiura, Deacon David Curtis, Deacon Peter Collins, Deacon Gerard Felix, NYMO and Parish Staff and Catechists in the Four Parishes.

## Key Responsibilities and Main Tasks

The Youth Co-ordinator will spend the early months of their role identifying and working with interested young adults and older volunteers to build a team capable of delivering a wide range of activities within the Four Parishes.

The Youth Co-ordinator will also establish a relationship with the youth of the Four Parishes and their parents and will engage them in discussions about the types of activity to be offered, the venue and timing.

These activities and opportunities will be aimed at deepening and strengthening the relationship of each young person with Jesus Christ, and enhancing the lived experience of their Catholic faith, and will include spiritual, service and social opportunities.

Such opportunities could include, but are not limited to:

- Provision for regular Masses animated by young people.
- A regular discussion group, grappling with the “tough questions” of faith, and building young people’s confidence in evangelisation and apologetics.
- Help to nurture, train and develop young leaders within the parish – both existing volunteers, and emerging talent from amongst the teenagers in the parishes.
- A structured programme for those who are post-Communion and pre-Confirmation.
- Service in the local community.
- Regular prayer groups, which include a variety of prayer styles, and where young people are trained to lead prayer.
- Social opportunities, reaching out to non-Catholic young people.
- Holiday time opportunities, where older young people are formed and trained as leaders, providing opportunities for children within the parishes.
- Participation in NYMO events, retreats and pilgrimages.
- Involving young people in the development of Social Media in the Parishes.

## **Finance and budgets**

The Youth Co-ordinator will be responsible for administering a budget for resources, and responsible for working with the Parishes to ensure all money for events and trips is collected and accounted for. The expectation would be that most youth activities will be self-financing.

## **Personal Qualities and Experience**

- Practising and committed Catholic.
- Ability to communicate the Catholic faith effectively to young people aged 10 – 18.
- Ability to deliver training to young adults and volunteers, including catechesis and apologetics.
- At least three years full time or five years part time experience in working with young people in a Catholic context (school, retreat centre or parish).
- Strong written and oral communication skills.
- Experience in leading young people in worship – liturgies and Masses.
- Ability to lead a team.
- Familiarity with IT including ability to help others to use Social Media effectively.
- Strong understanding of Safeguarding and Health & Safety requirements.
- Full, clean driving licence.
- Degree or equivalent level qualification in a relevant subject (Youth Ministry, Theology).
- Creative skills in music, drama or dance desirable.

An enhanced DBS check provided through the Catholic Safeguarding Agency is naturally an essential requirement for this role. If the successful candidate does not already have one, this can be arranged by the Diocese of Northampton.