



## Soli, a centre for Youth Ministry

### Role - Programme Leader

<b>Hours of Work:</b> Full-time, 40 hours per week, flexible working as required including evenings and occasional weekend work.	<b>Holiday Entitlement:</b> 20 days plus bank holidays plus discretionary days.
<b>Salary:</b> £22,800 to £24,800 – with study and comfortable live-in accommodation (suit a single person) to be negotiated, meals on duty  Live in accommodation and meals on duty Total salary package equivalent to £27,800 – £29,800 Two-year fixed term contract initially  Immediate start available	<b>Line Manager:</b> Retreat Centre Director

#### 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 support the growth of residential, day and 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**

### **Supporting and Leading Retreat Programmes**

- To lead effective personal and spiritual development programmes, under the direction of the Retreat Centre 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.
- To plan, deliver, monitor, evaluate and develop day, Outreach and residential retreats.
- To undertake necessary administrative work.
- To work with school staff ahead of a retreat to ensure the programme meets the needs of the young people.
- To attend and participate in appropriate meetings e.g.: weekly programme meeting, teacher evaluation meetings.
- To support the development of policy.
- To be first point of contact and responsible for group during their whole retreat, supported by the Retreat Centre Director
- Lead some Outreach visits.
- Support the Retreat Centre Director in the planning and co-ordination of school missions and Outreach.
- To arrange and deliver assemblies to diocesan schools booked for residential retreats.

### **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 team members.
- To deliver team training and support the ongoing development of individual team members.
- 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 Retreat Centre Director and fellow programme staff in all aspects of the programmes and development of programmes, to renew existing activities 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 develop our work with young people who are disadvantaged or at risk.

### **Spiritual Development**

- Work with the Spiritual Director and Retreat Centre Director to maintain and develop the spiritual content of designated activities, *e.g.* meditations, liturgies, and sacramental celebrations for both the children 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 the Retreat Centre Director, identify appropriate professional qualifications and undertake the necessary study.
- To acquire, as necessary, professional qualifications for outdoor activities or youth ministry
- To attend regular professional development and supervision meetings

### **Working with Other Staff**

- Work with other Alton Castle departments as required.
- Work with other Kenelm Youth Trust departments as required, especially those at Soli.
  - Support the Soli '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.
- 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 Soli and Alton 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 work towards being on call during programmes in case of emergencies
- Essential to have a full driving licence as this is an integral part of fulfilling this role effectively.

#### **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 'Terms and Conditions', policies and guidelines as laid out in Archdiocesan Employees Handbook.
- This appointment is subject to suitable and satisfactory references and a successful enhanced DBS clearance prior to starting work.
- 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).
  - The nature of the work may require extra hours during term time which will be given back as time in lieu mostly during the school holidays.