**Job Description and Person Specification – Children, Youth & Families Worker**

**Parishes of St Francis, Nailsea and St Joseph’s, Portishead**

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| **Reports To** | Parish Priest of St Francis and St Joseph’s |
| **Organisation** | Clifton Diocese Catholic Church |
| **Date** | Dec 2019 |

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| **Purpose of Job** |
| * To develop the ministry to children and young people in the Catholic Parishes of St Francis, Nailsea and St Joseph’s Portishead
* To provide formation, catechesis and support to parish families
* Working with the local Catholic Primary Schools and the parish communities, create opportunities for children and young people to engage in the mission and life of the Church
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| **Key Accountabilities**  |
| First year:* Build relationships across both parishes, as far as possible splitting time equally between the two parishes
* Create and coordinate a programme of catechesis & formation for children, young people and families of the two parishes
* Ensure a coordinated approach in providing opportunities so that every age, from birth to at least eighteen, is catered for
* To begin to build a community of volunteers who are formed, trained, empowered and supported in their ministry to children and young people
* Provide opportunities for parents and guardians to come together to build community and be formed in their role as first catechists of their children
* Enable the involvement of children and young people in the liturgy and acts of worship
* Through the Faith in Action award, encouraging young people to be active members in the parish communities and play an active role in the service of others
* Form relationships with our Catholic Schools to build opportunities for children and young people to have a greater involvement in parish life
* Provide support and opportunities to children and young people who don’t attend Catholic Schools
* Engage with Clifton Diocese Youth Ministry to ensure young people have access to and are aware of, opportunities on a diocesan, national and international level

Second year:* Continue to build on the achievements of the first year
* Extend the range of opportunities available for members of the parish community
* Develop retreat and pilgrimage opportunities for young people
* Contribute to the overall development of the Parish vision
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| **Knowledge, Skills and Experience** |
| * Experience of working with children and young people
* Knowledge of the workings of a Catholic Parish
* Experience in delivering catechesis
* The ability to develop appropriate and sustainable relationships with members of a Parish community
* The ability to work independently and as part of a team
* Excellent organisation, administration and communication skills
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| **Key Contacts** |
| **Internal*** Parish Priest
* Management group
* Pastoral support group
* Parish administration
 | **External*** Diocesan Coordinator of Youth Ministry
* Head teacher and staff of both parish Primary Schools
* Lay Chaplain of St Bede’s Catholic College
* Clergy of the Deanery
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| **Qualifications** |
| * Educated to at least A Level standard or equivalent
* A qualification in Theology, Youth Ministry, Catechesis or Pastoral ministry is desired, but not essential
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| PERSON SPECIFICATION |
| A candidate should:**Essential*** be sympathetic to the aims and values of the Catholic Church
* have the ability to communicate with all ages
* be approachable and able to build trust and gain respect
* be passionate about Children, Youth & Family ministry
* have a deep and varied prayer life
* have a deep understanding of their own faith
* be self-motivated and able to manage their own workload and time
* have the ability to deal with the needs of different individuals, understanding when and how to seek additional support
* be able to act professionally, especially when dealing with the Safeguarding of children and young people
* be able to drive and have their own transport

**Desirable**Experience of:* leading catechetical programmes
* organising events
* using Social Media and developing communication through websites
* using Microsoft programmes through Office 365
* leading liturgies and acts of worship
* music ministry
* providing Risk Assessments
* managing small budgets
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