**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 |
| **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 |
| 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 |