

Job Description and Person Specification – Children, Youth & Families worker

Parishes of St Francis, Nailsea and St Joseph's, Portishead

Reports To	Parish Priest of St Francis and St Joseph's
Organisation	Clifton Diocese Catholic Church
Date	September 2021

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, to create opportunities for children and young people to engage in the mission and life of the Church

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 eighteen, is catered for
- To assist in building 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
- Encourage 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

Key Contacts

Internal

- Parish Priest
- Pastoral support group
- Parish administration

External

- Diocesan Director of Adult Education
- Head teacher and staff of both parish Primary Schools
- Lay Chaplain of St Bede's Catholic College
- Clergy of the Deanery

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

There is a Genuine Occupational Requirement for this post to be filled by a practising Catholic.

Essential

A candidate should:

- 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
- arrange their own transport noting the distance between the two parishes

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