

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor, and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Catholic Church.

This includes:

Respect for the inherent DIGNITY of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact, and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church, and act in a manner that is consistent with the values and ethos of the Diocese.
- will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



ROLE PROFILE: YOUTH & PASTORAL MINISTRY CO-ORDINATOR ST COLMCILLE'S PARISH	
Reports to:	THE PARISH PRIEST
Responsible for:	❖ Representing the parish and assisting the Parish Priest in the development of Youth & Pastoral Ministry within St Colmcille's Parish, through the delivery of various programmes and initiatives.
Key Performance Measures:	
<ul style="list-style-type: none">- Maintaining a professional approach to work at all times;- Projecting a professional image for St Colmcille's Parish at all times;- Feedback from the Parish Priest and user groups;- Compliance with and adherence to relevant legislation and regulatory requirements within the Diocese;- Quality and accuracy of documentation and data completed, and efficiency of processing same to meet deadlines;- Professionalism and helpfulness of telephone manner and efficiency of call Management;- Adherence to a Ministry budget set by the Parish Priest and Finance Committee.-	
Detailed Responsibilities of this Role: In fulfilling this role, the job holder undertakes the following activities:	
YOUTH MINISTRY	<ul style="list-style-type: none">• Altar Servers: recruit, train and mentor Altar Servers including organising and maintaining monthly rota and sign-in sheets.• Volunteers: recruit and train adult and youth volunteers for the following activities:<ul style="list-style-type: none">- Children's Liturgy ministry- GIFT programme- It's Your Move P7 programme.- Summer Holiday Bible Week- Summer Adventure Days- Summer youth leadership training programme.• Be responsible for the design, coordination or implementation of programmes or activities within the parish including:<ul style="list-style-type: none">- Summer Holiday Bible week- Youth Adventure Days- GIFT programme- Confirmation Retreat- Residential Retreats- Youth Alpha- Fearless Project- Summer Madness.• Engage and work closely with schools within the parish.

YOUTH CLUB	<ul style="list-style-type: none"> • Be responsible for providing and delivering suitable Youth Club programmes, activities, residentials and trips. • Identify adult & youth volunteers and maintain and update rota. • Apply for suitable grants to support the youth club activities. Maintain appropriate financial records.
JOHN PAUL II AWARD	<ul style="list-style-type: none"> • Recruit, support & mentor young people through the award. • Provide them with volunteering opportunities.
EXAM BUDDIES	<ul style="list-style-type: none"> • Advertise & promote prayer support for parishioners in the exam season. • Enable parishioners to sign up for prayer support. • Provide Exam Buddie packs.
ECUMENICAL RELATIONS	<ul style="list-style-type: none"> • Build good relationships with other local Churches of other denominations. • Attend the Belmont Community of Churches.
SOCIAL MEDIA	<ul style="list-style-type: none"> • Be familiar and competent using popular social media platforms for example, Facebook, Instagram, Twitter, LinkedIn. • Social Media Content: Generate engaging and relevant content for our social media platforms for evangelisation and outreach for example, text posts, images, videos, and infographics. • Social Media Management: Assist in managing and monitoring our social media accounts, ensuring they are up-to-date and responding to comments and messages promptly. • Social Media Community Engagement: Foster a sense of community among our followers by actively engaging with them, sparking conversations, and building meaningful relationships. • Assist with updating and maintaining parish website.
MISCELLANEOUS TASKS	<ul style="list-style-type: none"> • Assist in preparing Liturgical Celebrations. • Work closely with members of other parish teams to provide various programmes for interested groups. • Provide information for the parish newsletter. • Have the flexibility to support the life of the parish.
GENERAL	<ul style="list-style-type: none"> • Compliance with and adhering to Diocesan policies and procedures, GDPR and Health & Safety legislation at all times; • Maintaining confidentiality on matters relating to the Parish and the Diocese of Down and Connor at all times.
<p>JOB DESCRIPTION REVISION: This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the Parish Office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish.</p>	

YOUTH & PASTORAL MINISTRY CO-ORDINATOR

ST COLMCILLE'S PARISH, BALLYHACKAMORE, BELFAST, BT4 3JB

PERSON SPECIFICATION

ESSENTIAL CRITERIA:	
ACADEMIC/ VOCATIONAL QUALIFICATIONS/ KNOWLEDGE & EXPERIENCE:	<ol style="list-style-type: none"> 1. At least two years' experience in leading youth ministry/youth work; OR Hold or be working towards a level 2 qualification, or above, in a Youth Ministry context. 2. Website/ social media: knowledge of and experience in the maintenance and updating of websites. 3. IT literate in respect of Microsoft Office Software packages (Word, Excel, PowerPoint, Publisher, and Outlook). 4. Experience in successfully identifying and recruiting volunteers and building teams/groups. 5. Experience of relating with respect and ease to children, young people, and adults and to enjoy working with groups. 6. A willingness to give time to the preparation of the sessions and the coordination of groups. 7. Experience of coordinating Training Programmes. 8. Knowledge of resources available within the Diocese to develop support systems for parish lay ministers. 9. A general understanding of the social and moral teachings of the Catholic Church. 10. A clear commitment to the work and mission of the Diocese of Down and Connor.
COMPETENCIES & ABILITIES:	<ul style="list-style-type: none"> - An appreciation for the need for sensitivity and confidentiality; - Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone; - Excellent planning and organisational skills, able to prioritise and meet tight deadlines; - Good communication skills; - Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times; - Ability to work methodically and consistently; - Ability to work well as part of a team.
LOCATION:	St Colmcille's Parish, Ballyhackamore, Belfast, BT4 3JB
HOURS of WORK:	20 Hours per week – work pattern to be agreed with the Parish Priest
REMUNERATION:	£ 11.50 gross per hour
ANNUAL LEAVE	32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees]
NB. Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.	