

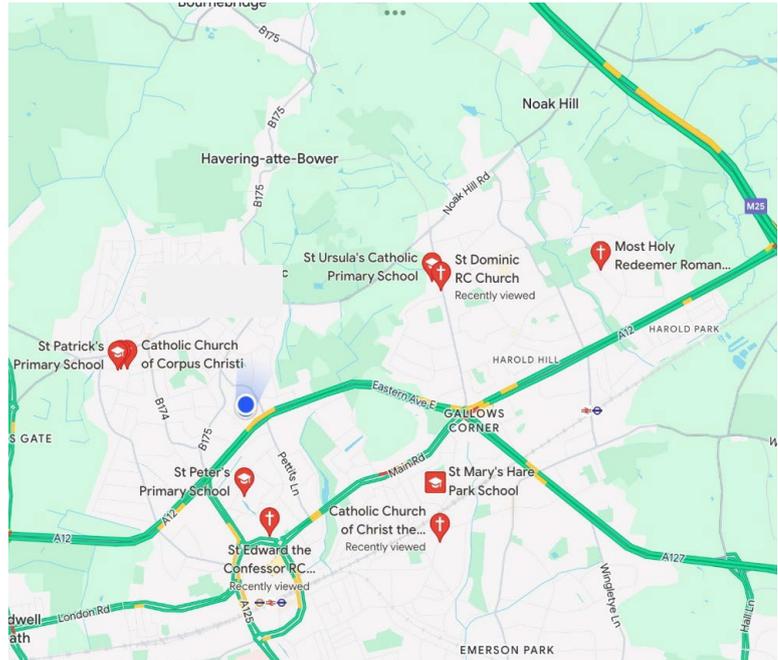
# Romford Parish Partnership

St Edward the Confessor, Romford – Christ the Eternal High Priest, Gidea Park –  
Most Holy Redeemer, Harold Hill – St Dominic's, Harold Hill – Corpus Christi, Collier Row

## Parish Partnership Youth Co-ordinator Job Description

### Introduction to the Partnership

**The Romford Parish Partnership includes five parishes, where around 2,000 people attend Mass each week. We are located on the border of East London with Essex, in the London Borough of Havering. The area is very mixed, with great diversity and a growing population. Havering is one of the greenest Boroughs in London, with plenty of parks and amenities. There is easy access to London, enhanced by the recently completed Elizabeth Line. There are ample bus routes linking different parts of the partnership.**



The partnership is full of young families, and with an increasingly diverse ethnicity. Young people in the partnership come from differing family backgrounds, including some areas of great affluence, and some in significant financial hardship.

The partnership includes five Primary Schools, and most young people attend one of three local Catholic Secondary Schools. Holy Communion programmes serve over 170 children, and approximately 60 are Confirmed each year, aged 15-16.

Clergy and lay people in the partnership have increasingly reflected on the need to provide many more sustained opportunities for young people to deepen and develop their faith. To do this we need the support of a Youth Co-ordinator who can be a consistent presence for young people, nurturing young leaders, providing opportunities in each parish and across the partnership, and helping young people link into the excellent opportunities offered by the Brentwood Catholic Youth Service.

As part of the role, the Youth Coordinator will also receive regular training and update days from the Brentwood Catholic Youth Service. Mentoring is also offered from the BCYS, depending on the prior experience of the successful applicant. The Youth Coordinator will also travel as part of the Diocesan pilgrimage to Lourdes, serving as a leader within the BCYS team.

**Job Title: Romford Parish Partnership Youth Coordinator (PPYC)**

<b>Start date:</b>	No later than January 2025
<b>Salary:</b>	£30,000 p.a.
<b>Hours:</b>	35 hours per week including significant evening and weekend work
<b>Holidays:</b>	28 days/year (including Bank Holidays)
<b>Location:</b>	A variety of locations within the partnership
<b>Contract:</b>	Fixed three year contract, with the option to extend (depends on funding). Probation period of 6 months.
<b>Line Manager:</b>	Fr Dominic Howarth, with a lay leader, on behalf of the partnership
<b>Mentoring &amp; ongoing training:</b>	Through the Brentwood Catholic Youth Service

**Job Purpose**

To build and develop a parish partnership youth leadership team, helping to deepen and strengthen the relationship of each young person with Jesus Christ, and to enhance their lived experience of the Catholic faith.

In the spirit of *Christus Vivit*, the PPYC will serve as an inspiring, credible and dependable accompanier of young people, with a special focus on nurturing young leaders.

The role includes working with volunteers to deliver Sacramental catechesis, and providing regular faith development, social and service opportunities for young people, particularly those aged 10-18. Finally, the PPYC will help young people link into the excellent Diocesan and national opportunities offered by the Brentwood Catholic Youth Service.

**Key Tasks:**

*Note: We offer the job description as ideas and possibilities to begin a journey, but we also know that this will evolve as the role becomes more embedded into the life of each of our parishes. Significant changes will only come after consultation and discussion with the post holder – and some may be initiated by them. The performance review (after the first six months, then annually) will specifically include a review of the Job Description.*

**Building a parish – and parish partnership – youth leadership team**

The PPYC will spend the early months of their role identifying and working with interested young adults, young people, and older volunteers, as well as local Catholic school contacts, to help build teams in each parish and across the partnership. Through conversations with these teams, activities and opportunities will be offered, in line with the job purpose, helping to deepen and strengthen the relationship of each young person with Jesus Christ, and to enhance their lived experience of the Catholic faith.

**Events and opportunities for young people.** Such opportunities could include:

- Provision for a regular Mass animated by young people
- A regular discussion group, grappling with the “tough questions” of faith and building young people in confidence in evangelisation and apologetics
- Help to nurture, train and develop young leaders within the parishes – existing volunteers and emerging talent from amongst the teenagers.
- Regular prayer groups, including a variety of prayer styles, and where young people are trained to lead prayer.
- Social opportunities, reaching out to non-Catholic young people.
- Participation in BCYS events, including a group for CYMFed Flame
- Involving young people in the development of parish Social Media

The aim by the end of the first twelve months is for there to be at least one significant regular opportunity available for each age group.

### **Sacramental Catechesis**

Working alongside existing volunteers, principally within Confirmation programmes, and some input at Holy Communion sessions, with the aim of encouraging participation in opportunities beyond the Sacramental programmes.

### **Safeguarding**

The PPYC will work with the Safeguarding Representatives in each parish, and the Diocesan Safeguarding Coordinator, to ensure all appropriate Safeguarding policies are followed.

### **Health and Safety**

The PPYC will work with Parish H&S Representatives, and the Diocesan H&S Advisors, to ensure that risks are mitigated and all appropriate H&S policies are followed.

### **Practicalities**

The PPYC will liaise with parish administrators to book spaces as needed, and to ensure all areas used are left clean and tidy.

### **Finance and Budgets**

The PPYC will be responsible for a budget for resources, and for working with Parish Administrators to ensure money from events and trips is collected and accounted for. Where possible, people within the partnership will also assist the PPYC in applying for grants.

### **Other duties**

The postholder will fulfil any other duties reasonably requested by the Line Manager, on behalf of the partnership.

## Key Skills and Experience:

Practicing and committed Catholic	Essential*	CV and References
At least two years' full time experience of working with young people (or part time equivalent)	Essential	CV, Interview and References
Ability to communicate the Catholic faith effectively, especially to young people aged 10-18	Essential	CV, Interview and References
Experience in leading young people in prayer, liturgies, and preparation for Mass	Essential	CV, Interview and References
Good understanding of Safeguarding and Health and Safety requirements when working with young people	Essential	CV and Interview
Strong written and oral communication in English	Essential	CV and Interview
Familiarity with Word and Excel, as well as creating content for Social Media	Essential	CV and Interview
Degree or equivalent level qualification in a relevant subject (Youth Ministry or Theology)	Desirable	CV and Certificates
Ability to drive a minibus	Desirable	CV and Certificates
Creative skills in music, drama or dance	Desirable	CV and Interview
Creative use of multimedia, video editing, etc.	Desirable	CV and Interview

\*Note: There is a Genuine Occupational Requirement for this role to be held by a practicing Catholic.

An enhanced DBS check arranged via the Diocesan Safeguarding Office is naturally an essential requirement for this role.

### Applications should be made by email or post, including the following:

- A CV of no more than two sides of A4
- A covering letter, also of no more than two sides of A4, indicating why you are applying for the role, and how your skills and experience match the requirements
- The names and contact details of two referees who can testify to your Catholic practice, and to your ability to communicate the faith to young people. One referee should be a Catholic Priest, and one should be an employer/manager, who has seen you work with young people. *Note: we will only contact your referees if we invite you for interview, and we will advise you of this before contacting them.*

Please send to: Fr Dominic Howarth, 5 Park End Road, Romford RM1 4AT  
or email [frdominic@brcdt.org](mailto:frdominic@brcdt.org)

You are also very welcome to email Fr Dominic if you have any questions about the role, or would like to visit prior to application.

Closing date: **10<sup>th</sup> September 2024**, with shortlisting and interviews later in September.