

## JOB DESCRIPTION

### Parish Youth Worker

Role Title: Parish Youth Worker  
Responsible to: Parish Priest  
Role Purpose: Using social, educational and spiritual development activities to work with young people in Year 6 upwards  
Hours of work: 5 hrs per week  
Salary: £10.00 - £15.00 per hour (depending on qualifications/experience)

#### **Main Responsibilities**

- \* To encourage young people from the parish community, to become active within the group and community.
- \* To contribute to the development of work with young people from the parish, promoting the spiritual, social and fun aspects of Christian living.
- \* To be responsible for the administration and the running of the group.
- \* To plan any appropriate planning and assessment meetings with volunteers.
- \* When necessary, to act as a liaison between young people and the adult parish, to be a voice for their hopes and aspirations.
- \* To ensure that youth work is conducted in accordance with the Diocesan Child Protection Procedures.

#### **General Duties**

- \* Managing and administering youth and community projects and resources.
- \* Assessing the needs of young people, and planning and delivering programmes related to e.g., guest speakers, outside activities and community/environmental projects.
- \* To liaise with the Parish Priest/Chairperson of the Youth Club on managerial decisions and report back on progress.
- \* To establish a programme of activities which respond to the needs and aspirations of the young people.
- \* To produce and maintain, once a term, a rota of volunteer supervisors and distribute to all volunteers.
- \* To ensure all volunteers are aware of their duties.
- \* To keep an up-to-date computerised record of volunteers' details.
- \* To keep an up-to-date computerised record of members' details.
- \* To ensure a weekly register is kept of all members and volunteers.
- \* To be responsible for buying stock for Tuck Shop and overseeing the running of the Tuck Shop by the volunteers/members.
- \* To be responsible for cashing up and keeping secure monies relating to the Tuck Shop.
- \* To oversee and help with the setting up and putting away of all equipment on Club evenings.
- \* To be responsible for opening up and locking up the Youth Club and ensure all safety procedures are adhered to.

## **Safeguarding of Children**

- \* To familiarise themselves with National Child Protection Policies.
- \* To refer any concerns about a child to the CPR in the Parish.
- \* To be willing to participate in basic child protection training.

## **Person Specification**

- \* The ability to relate with respect and ease to children and to enjoy working with children in an accepting and non-authoritarian approach.
- \* Commitment to the essential teachings of the Catholic Church and the ethos of the parish.
- \* Experience in talking to adolescence and young people.
- \* A willingness to give time to the preparation of the sessions and the co-ordination of the group.
- \* Experience of carrying out a range of administrative functions including drafting correspondence, maintaining record keeping systems and filing, with organisational skills for prioritising work.
- \* Ability to work effectively as part of a small team and establish and maintain good working relationships with volunteers and external contacts as well as being able to work independently using own initiative.
- \* Knowledge of IT packages to include word processing and spreadsheets in order to produce correspondence, minutes, reports & rotas, as required.
- \* Good communication skills (verbal and written) in order to respond to queries.
- \* An understanding of and commitment to equal opportunities in employment and service delivery.
- \* A flexible approach to working times with the ability to work out of normal office hours.
- \* A general understanding of safeguarding young people and its relevance to the post.
- \* The Youth Worker responsible for the group must be over 18 years of age.