**JOB DESCRIPTION**

**JOB TITLE:** Kildare and Leighlin Youth Ministry Coordinator

**Main purpose of the Job:**

* The Youth Ministry Coordinator will work as a team member with Faith Development Services having shared responsibility for implementing the youth ministry element of diocesan life
* To actively promote, encourage and support the involvement of young people in the life of the Diocese
* Co-ordinating and supporting the Pope John Paul II Award Programme
* Actively promoting the mission and Gospel values of the Diocese in the service of all
* Establishing a Diocesan Youth Ministry Team

**Responsibilities:**

* Accompanying, developing, advising, and supporting young people and youth ministry volunteers at parish and school level.
* Communicating, on a regular basis, with the parishes and the pastoral areas, including assisting in the development of creative faith-based content and resources (visual, video, audio, print, etc) for distribution across digital, social and communication platforms.
* Fostering the involvement of young people in parish and diocesan life.
* Planning and coordinating opportunities and faith-based events for young people, including retreats and pilgrimages.
* Coordinating and leading the Pope John Paul II Award Programme
* Creating and developing youth ministry resources.
* Working in close cooperation and consultation with other relevant diocesan staff, groups and bodies.
* Ensuring the utmost adherence to and compliance with the Safeguarding Policies and Procedures Diocese of Kildare and Leighlin.
* Liaising and communicating effectively with parents and/or guardians of young people, particularly those who are vulnerable and/or under the age of 18.
* Reviewing the role of the Youth Ministry Coordinator periodically as part of the diocesan strategy for the future vision of youth ministry in the diocese.

The Job Description is a guide to the duties and responsibilities of the employee. Because the nature of the job requires flexibility and adaptability to change, the duties will vary from time to time. The Diocese of Kildare and Leighlin retains the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded above. The Diocese of Kildare and Leighlin retains the right to require the employee to carry out his/her duties at such locations as are necessary.

**The Candidate:**

The successful candidate, as a practicing Roman Catholic, will:

* Possess strong leadership skills; able to motivate and communicate with staff and volunteers alike.
* Be a self-confident, decisive person whose interpersonal skills invite participation and engagement through effective communication.
* Be a natural networker with presence, who builds and nurtures relationships, in particular with regard to relationships with young people, volunteers, staff, parishioners, and clergy.

**Experience and Qualifications**

The successful candidate will ideally:

* Be educated to degree level in a relevant discipline (e.g., theology, education, pastoral studies, community youth work, etc.)
* Have experience in working with young people in an educational or pastoral setting.
* Have proficiency in Microsoft Office and Social Media
* Experience and competence in using graphic design programs such as ‘Canva’, etc.

**Other Requirements**

* The candidate will demonstrate an active commitment to the Catholic faith and ethos of the Diocese and witness to Jesus Christ and his Church
* The appointee may occasionally be expected to be available outside of and to work beyond their working hours to attend events and complete responsibilities
* Have a strong sense of personal initiative and excellent organisational and planning skills
* Hold a full clean driving licence and have use of a car or appropriate alternative mode of suitable transport
* Working time flexibility and out of hours work (e.g., weekend and seasonal) is a key requirement and will be offset with time in lieu

**Terms and Conditions**

* The position is for a ‘Fixed Term Position’. (A two-year period with a probationary period of 6 months.)
* The position is based on a 20-hour week
* Salary negotiable
* The appointee will report to theTeam Leader – Kildare and Leighlin Faith Development Services
* The role is based at Faith Development Services Office c/o Cathedral Parish Centre, Carlow