Vicariate for Pastoral Formation, Diocese of Brentwood
Events and Pilgrimages Co-ordinator – 28 hours/week
Start September 2016. Salary £19,700 (pro rata £24,625)

The Diocese of Brentwood is a vibrant and growing Diocese, spanning all of Essex and the five London Boroughs of Newham, Havering, Waltham Forest, Barking & Dagenham, and Redbridge. The population is very diverse, including diverse ethnicity and densely populated urban settings as well as very rural villages. There are 19 secondary schools and nearly seventy primary schools.

The Vicariate for Pastoral Formation includes the Brentwood Catholic Youth Service (BCYS), Walsingham House, Brentwood Vocations, School Chaplaincy, and support for catechists and youth leaders. To bring these areas of ministry closer together is a new initiative within the Diocese, and this approach is already bearing fruit. Walsingham House is a thriving retreat house, with a volunteer team that welcome over 5,000 young people on retreat every year. The BCYS has an excellent reputation, with highlights including an annual Lourdes pilgrimage and monthly youth Mass, as well as other opportunities for young people.

The role of Events and Pilgrimages Co-ordinator is a new role. It combines the organisation of some existing and some new annual opportunities for young people, both within the Diocese and beyond, and situates this within the Vicariate Team so that there is a natural network of Catechists, School Chaplains and Priests to encourage young people to participate in the events. There will also be at least one annual event for Catechists themselves.

The Vicariate office is situated within Walsingham House, located on Canvey Island, Essex. This setting ensures a vibrant working environment and regular contact with those working on retreats and pilgrimages, as well as numerous catechists and school chaplains.

There is a Genuine Occupational Requirement for the post-holder to be a practising Catholic. The role also requires attendance at the Summer Lourdes Pilgrimage.

If you are interested in the role and would like to talk about it, please call Fr Dominic Howarth, Episcopal Vicar for Pastoral Formation, on 01268 281732 or email frdominic@dioceseofbrentwood.org

Job Description

Job Purpose: To provide inspiring, faith-centred events and pilgrimages for young people and those working with them in the Diocese of Brentwood.
This includes a monthly Youth Mass, a new pre- and post-Confirmation event, an annual pilgrimage to Lourdes, and one additional young adult pilgrimage each year.

Reporting to: The Episcopal Vicar for Pastoral Formation

Key tasks include:

Provision of an annual pre- and post-Confirmation event for young people
The Co-ordinator will work with the Walsingham House Manager, Training and Resources Co-ordinator, and the Episcopal Vicar for Pastoral Formation to:
- Create two one day events for this cohort
- Ensure high calibre speakers and input
- Organise all aspects of the event, including liaison with the venue and all practicalities including Health & Safety, and Risk Management.
- Publicise the event to young people, catechists and priests
- Evaluate the event with participants and catechists

*It is envisaged that the first such events will be in late June and late October 2017.*

Co-ordination of speakers and materials for National Youth Sunday
On National Youth Sunday speakers for each parish are drawn from within the wide cohort of young people and youth leaders across the Diocese. This requires detailed co-ordination, as well as work to prepare the young speakers.

*It is envisaged that this would begin soon after the post holder started work.*

Provision of an annual Training and Resources Day for First Holy Communion and Confirmation Catechists
Working with the Training and Resources Co-ordinator, who will arrange speakers and workshop leaders, the Events and Pilgrimage Co-ordinator will ensure the success of this event by:
- Informing catechists about the day, and inviting them to it.
- Forming relationships with resource providers, so that they have a presence at this event.
- Organising all aspects of the venue, timetable, etc., for the day.

*It is envisaged that the first such event would be in late spring 2017.*

Co-ordination of a monthly Youth Mass
The monthly Youth Mass at Brentwood Cathedral has been part of the BCYS for over two decades. Organisation is fairly straightforward and includes:
- Liaising with the musicians and celebrant, to produce a simple hymn sheet for the Mass.
- Liaising with the youth chaplaincy team, to ensure a range of preachers throughout the year.
- Provision of simple refreshments at the end of Mass
- Ensuring the latest forms/fliers, etc., are there for young people to take with them at the end of Mass, as a way of promoting events.

Preparation of all aspects of BCYS Pilgrimages, including
- Preparing a faith-centred pilgrimage timetable in conjunction with the working committee (see below), Walsingham House Manager (especially in relation to WH Team involvement), Youth Chaplains & EV for Pastoral Formation.
- In discussion with the staff team in the Vicariate, determining the venue for an additional young adult pilgrimage each year.
- Providing detailed timetable information for participants
- Agreeing and documenting Safeguarding and Risk Assessment (incl. Health & Safety) policies, and associated paperwork
- Co-ordination of leaders’ preparation, incl. formation in Catholic Youth Ministry. (This involves the post holder attending the leaders’ training weekend, usually held in late June).
- Co-ordination of preparation for all participants
- Liaison with parents
- Liaison with travel agents, coach companies, hoteliers, etc
- Liaison with Lourdes authorities & the Diocesan (adult) Lourdes team (including coming to Lourdes for 3 days of meetings in February).

Delivery of the BCYS pilgrimages, including
- Regular liaison with volunteer leaders
- Daily briefing, etc., as required
- Ongoing liaison with Lourdes authorities
- Appropriate response in emergency/serious incidents
- Use of social and digital media to provide an ongoing record of the pilgrimages, in formats that inspire young people and parents back in the UK, and that can be used to promote future pilgrimages.

Evaluation of the pilgrimages with all participants

Co-ordinating actions from the Lourdes working committee:
This is a committee of experienced volunteer leaders, who will assist in pilgrimage preparation and delivery as a key “core group.”
- Convening Committee meetings
- Minuting action points from Committee meetings
- Ensuring that promised actions are followed up and delivered to the agreed timetable

Administrative Tasks
The Vicariate Administrator will assist with all relevant administration. It would also be expected that the Events and Pilgrimage Co-ordinator would undertake some administrative tasks including:
- Collation and copying of resources for leaders
- Database updating and the preparation of lists, etc., from the database
- Ordering of resources such as pilgrimage polo shirts, etc., and sorting these for participants
- Answering queries from participants and parents

Financial roles
- In conjunction with the Episcopal Vicar and VPF Administrator, ensuring that event and pilgrimage budgets are agreed and maintained.

Other tasks
- Editing/Updating the BCYS website events pages (this is in WordPress, and training can be provided if needed).
- Any other task that is reasonably requested by the Episcopal Vicar for Pastoral Formation

As this post involves working with children or vulnerable adults, it is subject to an Enhanced DBS check. This can be arranged by the Diocese of Brentwood, if the successful applicant does not already have one.

Person Specification
Essential

- A practising and committed Roman Catholic.
- Experience of organising events in a Catholic context.
- Demonstrable organisational skills, both when working alone and as part of a team.
- Demonstrable experience in Events Management.
- Good communication skills, including presentation skills, and good interpersonal skills.
- Experience of leading and motivating volunteers.
- Experience of working with young people aged 15-25.
- Experience of implementing Health and Safety and Risk Management policies and procedures.
- Understanding of Safeguarding issues and procedures.
- Confident with Office programmes, including Microsoft Word and Excel.
- Numerate and literate, to a high standard.

Desirable

- A formal qualification in Event Management.
- Experience with WordPress editing.
- Awareness of and participation in one or more of the various Catholic Youth Ministry networks that exist within England and Wales.
- Experience in Lourdes.
- Experience in creating and leading pilgrimages.
- Full, clean driving licence.

Applications should be made by midday on Monday 13th June, by means of a CV accompanied by a covering letter and including the details of two referees, one of whom should be a Catholic Priest.

Together, your CV and letter should demonstrate how your experience and skills development to date align with the requirements of the role as outlined in the Job Description and Person Specification. Shortlisting will take place on Tuesday 14th June, with interviews at Walsingham House on Tuesday 21st June.

Applications can be emailed to frdominic@dioceseofbrentwood.org or posted to:

Fr Dominic Howarth,
Our Lady & All Saints Parish House,
71 Wickhay,
Basildon,
Essex SS15 5AD