



## KYT Outreach Coordinator

*Creating opportunities for outreach to engage with young people in schools across the Archdiocese of Birmingham and the parishes of Staffordshire.*

Hours of Work: 40 hours a week	Holiday Entitlement: 32 days including bank holidays
Salary: £22 - £24,500 depending on qualifications and experience	Line Manger: Maria Bracken

### Key Roles & Responsibilities

#### School outreach programme

- Plan, lead and facilitate and deliver visits to the secondary schools of the diocese in order to offer the witness of a peer ministry team in the context of school mission weeks, outreach days and other activities.
- To support and develop day retreats at the two residential centres in Alton
- Communicate with secondary school head teachers and key staff regarding outreach opportunities.
- Effectively manage outreach bookings
- Liaise with the programme directors, school communities, BCYS, local parishes and key school staff for a school mission programme.
- Create, monitor and evaluate, alongside others, an engaging outreach programme
- To promote formation opportunities such as retreats, pilgrimages, mission trips, local and national events supported by KYT.
- Communicate effectively with the programme directors for the day to day operations of the outreach programme.

#### Mission Team

- Organise, train and support the formation of an outreach Mission Team which can include members of the residential teams.
- Lead the mission team in delivering the outreach programme

#### BCYS

- Coordinating and delivering and the youth ministry programmes in the hub youth parishes as identified.
- Develop new outreach initiatives with the BCYS team that engage young people in parish youth ministry
- Support parish youth groups in Staffordshire
- Coordinate the recruitment and training of young and adult volunteers through training programmes including Bethsaida, Life Teen and Vital .



- Encourage the active involvement of hub parishes in BCYS initiatives such as the JPII awards and Kenelm Ambassador. Actively invite young people to formation and pilgrimage opportunities offered by KYT
- To attend and be an active participant in the appropriate BCYS meetings
- Through the use of social networking sites and website as well as other media resources effectively communicate the Gospel and the Catholic faith.
- Coordinate the promotion of KYT on National Youth Sunday facilitating the annual diocesan collection in Staffordshire parishes

### **Communication**

- Up keep records and data bases as required.
- Ensure effective communication with schools, parishes and Deanery representatives.
- To find effective ways of communicating in rural and urban areas both in Staffordshire and accross the Diocese

### **Management**

- Report to the leadership team once a term.
- Meet for line management regularly
- Liaise with key members of staff regarding bookings to ensure the capacity of the building and the team are utilized effectively. during day retreats
- Manage the resources held for KYT for the purposes of outreach

### **Competencies required:**

#### ***Essential***

Educated to degree level

Excellent communicator with a variety of professional stake holders

Committed practicing catholic

A proven record in effective youth ministry

The ability to plan, create and deliver large group sessions for 11 – 18 year olds

Relevant formal qualification

Strong work ethic and a willingness to be flexible

Excellent organizational and time management skills

Be able to work effectively both within a team and individually within Diocesan structures.

IT skills, proficient in the use of Microsoft Office and social media platforms

Full clean UK Driving License and a willingness to travel around the Diocese.

Have a willingness to undertake CPD's as needed.

Knowledge of youth culture

To be able to monitor and evaluate regulary

#### ***Desirable***

Knowledge of the workings of the Archdiocese of Birmingham.



Design, marketing or media skills  
The ability to animate liturgy  
Experience of managing volunteers  
Eligible to drive the company vehicle  
Experience of driving a minibus

***Personal Qualities***

A commitment to prayer and reliance on the grace of God  
A sense of humour, enthusiastic and a willingness to work flexibly.  
Needs to work regular evenings and weekends  
Disclosure and Barring Checks

*In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”).*