

## Diocese of Brentwood – Vicariate for Pastoral Formation



**Walsingham House at Abbotswick: Hospitality, Retreats and Facilities Co-ordinator**  
**Salary £18,000 plus a self-contained flat (living room with kitchenette, separate bedroom and bathroom), meals while on duty, and all utility bills paid**  
**Full time: 35 hours per week; 20 days' holiday + 8 bank holidays**  
**Two year fixed contract. Start date: Late August 2018**

### Background to the role

Walsingham House at Abbotswick is a fully refurbished retreat house for young people and adults, set in the heart of Brentwood Diocese. We are in a beautiful, tranquil, rural location, five miles from Brentwood and with 14 acres of our own grounds. During school term time a team of volunteers aged 18-23 offer retreats to young people from schools and parishes within Brentwood Diocese, working with over five thousand young people (aged 10-18) every year, both at the House and across the Diocese. In the late summer and early autumn, as well as in quiet periods during the year, adult parish groups use the house. This is most usually for day retreats.

The £500,000 refurbishment of Walsingham House at Abbotswick has just been completed (Jan 2018); in a house which is 100 years old we now have modern en-suite rooms that accommodate three to eight young people in bunk beds, in addition to a large downstairs meeting room and small group rooms.

The move to Abbotswick is a new chapter for Youth Ministry within Brentwood Diocese. Walsingham House (formerly located at Chingford, then Canvey Island) has a thirty year history of providing retreat opportunities for young people. Abbotswick has served as a House of Prayer for the Diocese, also for around thirty years, and this new chapter draws from the heritage of both Walsingham House and Abbotswick. Retreat provision is an integral part of the Brentwood Catholic Youth Service (BCYS), and sits within the Vicariate for Pastoral Formation, which draws together work with School Chaplains, Parish Catechists and University Chaplains. The Vicariate also looks after the emerging Diocese of Brentwood Caritas, which – with a focus on supporting social justice ministry within the Diocese – will offer pathways to young adults who are moving beyond the BCYS. The Vicariate Office is located at Walsingham House at Abbotswick, as the natural hub for our ministry.

The Diocese of Brentwood is a lively and varied Diocese, including all of Essex, and five London Boroughs, with 19 secondary schools and a very diverse and expanding population.

The Vicariate Staff comprises the Episcopal Vicar for Pastoral Formation (who will line manage this role), along with an Administrator, Events and Pilgrimage Co-ordinator, Training and Resources Co-ordinator, Catering Manager, and two Walsingham House Assistant Managers, one with responsibility for Community and In House Retreats, and one with responsibility for Outreach to schools and parishes.

The Walsingham House team live as a community, sharing prayer, meals and social time, and exist to evangelise; to help young people encounter Christ, to understand the Gospel more deeply, and to celebrate their Catholic faith. We do so recognising that young people arrive at the House from many different starting points, and often with many questions, doubts and struggles, as well as with great energy and joy. We hope to offer a warm welcome, a place of reflection, prayer, catechesis, kindness, challenge, and above all time to ever more deeply meet and know Christ as “brother, saviour and friend” (St John Paul II).

The Vicariate enjoys an excellent relationship with agencies such as Cafod, HCPT and the Brentwood Catholic Children's Society. Current team members are studying at St Mary's University, Twickenham, and through the BCYS we are also closely associated with the work of CYMFed, the Catholic Youth Ministry Federation, supporting events such as Flame 2017.

If you are considering applying, you are warmly invited to visit the House on Friday 2<sup>nd</sup> February, as you discern your application. Thank you for your interest in this role, and we look forward to meeting you.

## Job Purpose

Living on site, the Hospitality, Retreats and Facilities Co-ordinator will enable the smooth running of Walsingham House at Abbotswick, ensuring a welcoming, safe and Christ-centred environment for all retreatants and visitors. The role includes the leadership of some youth retreats, as well as excellent teamworking with staff and volunteers.

## Job Description – Key tasks

- *Working with the Vicariate Administrator to see a booking through from first phone call to post-retreat follow up.* This will include liaison with catechists, priests, school lay chaplains and other staff, and group leaders of adult groups. Retreats with young people require liaison with the Assistant Managers to establish retreat leadership and retreat programme, and all retreats require liaison with the Catering Manager to ensure catering needs are met. There is a strong emphasis on welcome for all visitors and retreatants and the Hospitality, Retreats and Facilities Co-ordinator will have particular responsibility in this area.
- *Working with the Walsingham House Assistant Managers, the BCYS Training and Resources Co-ordinator and the Episcopal Vicar for Pastoral Formation* to ensure development of the Walsingham House at Abbotswick volunteer team, including development through training in youth leadership, and development through catechesis and other input to help their journey of faith and witness to young people who come on retreat.
- *Working with the Walsingham House Assistant Managers, the BCYS Training and Resources Co-ordinator and the Episcopal Vicar for Pastoral Formation* to develop programmes and sessions for groups of young people aged 10-18, on school retreats (day and residential) and Confirmation weekends (aged 15+).
- *Line Management of volunteers.* This includes the residential volunteer team, and also a group of older volunteers who assist with the grounds maintenance each week. With the residential team, line management includes a half-termly conversation to highlight strengths, and any areas for development. With the older volunteers line management is informal.
- *Diary management* – together with the Vicariate Administrator – *and rota preparation for the volunteer team, to ensure retreats are effectively staffed.*
- *Responsibility for Health and Safety throughout the House and Grounds.* This includes close liaison with the Catering Manager, who has responsibility for food hygiene and the kitchen area, as well as liaison with staff and contractors to ensure any problems are swiftly reported and acted on appropriately. This element of the role also includes ensuring Risk Assessments are regularly updated and monitored. It will be a target for 2018/19 for Walsingham House at Abbotswick to be a formally accredited school visit provider, recognised by the Local Authorities within which our schools are located.
- *Operational Budget Management.* The budgets are set in conjunction with the Diocesan Finance Team. Working with the Episcopal Vicar for Pastoral Formation, and the Vicariate Administrator, the Hospitality, Retreats and Facilities Co-ordinator has responsibility for ensuring that Walsingham House at Abbotswick has a sound operational budget, and that any variances are tracked and accounted for.
- *Responsibility for Safeguarding.* This is in conjunction with all staff and volunteers. The Hospitality, Retreats and Facilities Co-ordinator must ensure appropriate training has been undertaken by all who work with young people and vulnerable adults, and that any Safeguarding matters are followed up according to Diocesan policy and procedure. There is assistance from the Episcopal Vicar for Pastoral Formation and the Diocesan Safeguarding Co-ordinator.
- *Leadership of some youth retreat sessions and programmes,* to cover for the Assistant Managers as required, depending on the level of bookings. Although the post-holder will not be expected to lead adult retreats, the role will include arranging hospitality for such groups.
- *Working with the BCYS Events and Pilgrimages co-ordinator* to establish when the volunteer team are needed to support BCYS events and pilgrimages, and planning the diary accordingly.
- *Supporting the work of the Brentwood Catholic Youth Service* through being personally present at events, pilgrimages and monthly youth Masses.
- *Serving as an ex officio member of the VPF Management Committee.* This entails meetings approx. four times a year, with input into the strategic planning of the Vicariate.

## Person Specification

### Experience and Skills

At least two years' leadership experience, in a capacity which has included Health & Safety and Safeguarding, as well as budget setting and monitoring	Essential
Knowledgeable about the Catholic faith, and able to effectively communicate it	Essential
At least three years' experience in youth ministry, including at least one year's experience in a residential setting	
Experience in hospitality, including welcoming groups and individuals of all ages	Essential
Excellent IT and presentation skills, including the ability to present to small and large groups of people	Essential
A full, clean driving licence.	Essential
Experience in delivering training to young adults	Desirable
Degree level qualification, or equivalent, ideally in a field which includes Management or Theology	Desirable

### Personal Qualities

A committed and practising Catholic	Essential
A warm, friendly and positive outlook, including the ability to welcome and work alongside a wide range of people, of all ages	Essential
Excellent personal organisation and time management	Essential
A nurturing personality, able to mentor and bring out the best in people	Essential
A champion for young people, with an understanding of the challenges and pressures faced by the young, and a natural desire and ability to help young people fulfil their potential	Essential
Flexibility and the ability to adapt to change	Essential

- *This role naturally includes some late night and weekend working*
- *There is a Genuine Occupational Requirement for this role to be filled by a practicing Catholic.*
- *Any appointment is subject to references and an enhanced DBS.*
- ***Application is by CV and covering letter. The covering letter will be used as part of the selection process and should clearly demonstrate, with examples, how your personal qualities, skills and experience match each of the requirements of the person specification.***
- ***Please also provide the details of two referees (one of which should be a Catholic Priest). The referees will be contacted after the closing date and prior to interview, for candidates that are shortlisted.***
- ***Please send the completed application to: Fr Dominic Howarth, Walsingham House at Abbotswick Navestock Side, Near Brentwood, Essex CM14 5SH. Applications can also be emailed to [frdominic@dioceseofbrentwood.org](mailto:frdominic@dioceseofbrentwood.org). Prior to application, you are welcome to visit on Friday 2<sup>nd</sup> February 2018; please contact Fr Dominic if you would like to visit.***
- ***The closing date for applications is Monday 5<sup>th</sup> February 2018. Shortlisting takes place on 6<sup>th</sup> February and those shortlisted will be invited to interview on 15<sup>th</sup> or 16<sup>th</sup> February.***