**Diocese of Brentwood – Vicariate for Pastoral Formation**





**Walsingham House Assistant Manager**

**Salary: £16,380\*. Starting date: Mid-August 2019**

**\*A contribution is required to cover the costs of accommodation and bills; this comprises a large bedroom**

**within community accommodation, shared bathroom, separate office space, meals, and all utility bills.**

**Support is available towards the costs of degree level tuition fees.**

**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 was completed in January 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, Walsingham House at Abbotswick Retreats, Hospitality & Facilities Co-ordinator, Events & Pilgrimage Co-ordinator, Training & Resources Co-ordinator, Catering Manager, and another Walsingham House Assistant Manager; this vacancy has arisen because one of our Assistant Managers is leaving in the summer, after three years.

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 for the Theology and Youth Ministry degree at Maryvale, and through the BCYS we are also closely associated with the work of CYMFed, the Catholic Youth Ministry Federation, supporting events such as Flame 2019.

If you are considering applying, you are warmly invited to visit the House this half term (up to Friday 15th February 2019), as you discern your application. Thank you for your interest in this role, and we look forward to meeting you.

**Job Description – Key tasks**

* Leading retreats at Walsingham House at Abbotswick, and in schools and parishes.

In addition to ensuring the excellent delivery of the retreat programme this includes:

* + Contacting schools/parishes prior to retreat, to assess the school’s requirements/aims for the retreat.
	+ Liaison with staff and catechists
	+ Programme development, in conjunction with the Walsingham House staff
	+ Responsibility for all aspects of Health and Safety and Safeguarding within the retreat, to ensure a safe environment for all.
	+ Evaluation of retreats, including seeking feedback from the school/parish.
* Working with the Walsingham House Manager and the other Assistant Managerto ensure development of the Walsingham House volunteer team, including development through training in youth leadership at the start of the year, and through ongoing training and mentoring during the year, to help their journey of faith and witness to the young people who come on retreat.
* Being part of the community life of Walsingham House, leading by example.
* Supporting the work of the BCYS through a presence at events, pilgrimages and monthly youth Masses.

**Personal Skills and Qualities**

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| A committed and practising Catholic | Essential |
| Knowledgeable about the Catholic faith, and able to effectively communicate it to young people aged 10-18.  | Essential |
| Proven experience, with at least two years in full time parish, school or residential youth ministry. | Essential |
| A thorough understanding of youth ministry, and the challenges faced by young people today. | Essential |
| Excellent IT and presentation skills, including the ability to present to small and large groups of young people. This includes groups as small as 10-20, and as large as 200+ | Essential |
| Excellent personal organisation and time management  | Essential |
| A full, clean driving licence. | Essential |
| An understanding of basic Health and Safety, and Safeguarding (further training will be given to the successful candidate, since the role includes key responsibilities in these areas) | Essential |
| A recognised qualification in Theology or Youth Ministry (or the willingness to undertake such a qualification – funding is available to support further studies). | Desirable |
| Prior experience of living and working in community, and/or in a residential setting. | Desirable |
| Experience of leading a team | Desirable |
| Experience in delivering training to young adults | Desirable |

* *This role naturally includes some late night and weekend working; there are generous holidays to reflect additional hours worked in term time.*
* *There is a Genuine Occupational Requirement for this role to be filled by a practising 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**. Prior to application, you are welcome to visit up to and including Friday 15th February 2019; please contact Fr Dominic if you would like to visit.*
* ***The interview process will include working alongside the staff and volunteer team leading elements of a two or three day residential retreat****;* ***we will consider applications received any time from 15th February****, and begin to invite suitable applicants to an appropriate retreat on a mutually convenient date during March.*
* ***The final closing date for applications is Sunday 3rd March 2019****.*