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

**MATERNITY COVER**

**Events and Pilgrimages Co-ordinator – 16 hours/week**

**Salary: £13,610 (pro rata £29,773)**

**Start: Monday 6th January 2020; Finish 31st October 2020**

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The Vicariate for Pastoral Formation includes Walsingham House at Abbotswick, Training and Resources for First Holy Communion and Confirmation Catechists, School Chaplains and Youth Co-ordinators, and regular events for young people. The vibrant staff Team includes the Walsingham House Manager and the Vicariate Administrator, as well as many volunteers, and is supported by the Episcopal Vicar for Pastoral Formation.

**Job Description**

**Job Purpose:** To provide cover for the Events and Pilgrimages Co-ordinator. This role involves the provision of inspiring, faith-centred events and pilgrimages for young people and those working with them in the Diocese of Brentwood. This role is for a fixed term period, during which the Co-ordinator will help arrange a monthly Youth Mass, an event for Confirmation candidates, a week-long pilgrimage to Lourdes, and a weekend event for young people, as well as termly days for school chaplains and youth co-ordinators.

**Reporting to:** The Episcopal Vicar for Pastoral Formation

**Key tasks include:**

**Co-ordination of a monthly Youth Mass (First Wednesday of each month)**

The monthly Youth Mass at Brentwood Cathedral has been part of the BCYS for over two decades. Organisation for the Mass includes:

* Liaising with the musicians and celebrant, to produce a simple hymn sheet for the Mass.
* 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.

**Co-ordination of termly Training & Resources days for School Chaplains and Youth Co-ordinators (January and June 2020)**

* Arranging a venue and refreshments
* Working with the school chaplains’ coordinator to publicise the day, and receive replies from attendees
* Working with the EV for Pastoral Formation to arrange input and a timetable for the day

**Provision of an event for Confirmation candidates (3rd May 2020)**

The Co-ordinator will work with the Vicariate Team to arrange all aspects of the Rite of Acceptance (an event where the Bishop meets the Confirmation candidates in the Diocese).

* Arrange an experienced / eminent speaker to attend and speak.
* Organise all aspects of the event, including liaison with the Cathedral, and all practicalities including Health & Safety, and Risk Management.
* Publicise the event to catechists and priests
* Evaluate the event with participants and catechists

**Preparation of all aspects of BCYS Summer Lourdes Pilgrimage, 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) & EV for Pastoral Formation.
* 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 – if possible – attending the trip to Lourdes for 3 days of meetings in February).

**Delivery of the BCYS Summer Lourdes pilgrimage (July 25th – August 1st 2020)**

*Working closely with the EV for Pastoral Formation***,** this includes:

* Regular liaison with volunteer leaders
* Daily briefing, etc., as required
* Ongoing liaison with Lourdes authorities
* Appropriate response in emergency/serious incidents
* Ensure the provision of a social and digital media team, 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

**Preparation and Delivery of the annual “Youth Gather” – weekend event at Mersea Island, Essex (October 2020)**

*Working closely with the EV for Pastoral Formation***,** this includes:

* Preparing a faith-centred weekend timetable, blending outward bound activities with input from speakers.
* Liaising with Essex Outdoor, Mersea Isalnd
* Managing bookings from young people
* Agreeing and documenting Safeguarding and Risk Assessment (incl. Health & Safety) policies, and associated paperwork
* Co-ordination of leaders’ preparation on the Friday evening
* Liaison with parents
* Liaison with coach companies

**Provision of an annual Training and Resources Day for First Holy Communion and Confirmation Catechists (November 2020)**

The Events and Pilgrimage Co-ordinator will ensure the success of this event by:

* Working with the Episcopal Vicar to arrange speakers and workshop providers.
* Informing catechists about the day, and inviting them to it.
* Organising all aspects of the venue, timetable, etc., for the day.

**Co-ordination of speakers & materials for National Youth Sunday (November 2020)**

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.

**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), supporting the Vicariate Social & Digital Media Co-ordinator.
* 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.***

If you are interested in the role and would like to talk about it, please call Fr Dominic Howarth, Episcopal Vicar for Pastoral Formation, or Gabby Skinner, the current post holder, on 01277 373959 or email [frdominic@dioceseofbrentwood.org](mailto:frdominic@dioceseofbrentwood.org) / [gabriellafusi@dioceseofbrentwood.org](mailto:gabriellafusi@dioceseofbrentwood.org) . Fr Dominic is away from 10th to 23rd October, but will see email intermittently in that time.

**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 attending a pilgrimage in Lourdes.
* 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.
* Competent with Microsoft Office programmes, including Microsoft Word and Excel.
* Numerate and literate, to a high standard.
* Full, clean driving licence.

**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 creating and leading pilgrimages

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 in the last week of July (25th July – 1st August 2020).

**Applications should be made by midday on Monday 28th October 2019, 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 29th October, with interviews at Walsingham House during the week of 4th November.**

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

**Fr Dominic Howarth,**

**Walsingham House at Abbotswick**

**Navestock Side**

**Near Brentwood**

**Essex CM14 5SH**