

Diocese of Brentwood – Vicariate for Youth Ministry and Pastoral Care



Assistant Manager, Walsingham House at Abbotswick

Overview of the job

JOB TITLE:	Assistant Manager.
LOCATION:	Walsingham House at Abbotswick, with travel to retreat locations and BCYS events, as needed.
HOURS:	35 hours a week, including significant evening and weekend work.
CONTRACT TYPE:	Permanent
SALARY:	£18,018 plus all meals and accommodation.
RESPONSIBLE TO:	Diocesan Director of Youth Ministry & Walsingham House Manager.
ACCOUNTABLE TO:	Episcopal Vicar for Youth Ministry and Pastoral Care.
VICARIATE:	Youth Ministry and Pastoral Care.

Closing date for applications: Midday, Friday 22nd April 2022

Shortlisting: Sunday 24th April 2022

Interviews: proposed date will be 29th April – 2nd May 2022 (joining the weekend retreat with formal interviews on Monday 2nd May)

Start Date: Mid-August 2022

Background to the role

Walsingham House at Abbotswick is a recently 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 seven thousand young people (aged 10-18) every year, both at the House and across the Diocese. In the late summer and early autumn, adult groups use the house, and our staff and volunteers provide hospitality for these groups.

A £650,000 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.

Our bookings for 2021/22 are high and we have worked with a number of schools and parishes from across the Diocese, it has been a joy to return to in person retreats after two disrupted years. From 2022/23 the retreats we offer schools will be linked to both the Religious Education Curriculum Directory and the outstanding criteria for Section 48 inspections, strengthening the package we can offer and supporting their ethos. With parishes starting to run Confirmation catechesis again, our weekend bookings have been

strong, with many already enquiring for next academic year. We have a full team of volunteers this year, and working hard to recruit a new team for 22/23.

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 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 population. We work with young people from densely populated urban environments, and those who live in very rural settings, and this means there is a great variety within our retreats. Our Bishop, Rt Rev Alan Williams SM, is committed to Youth Ministry, and is very supportive of our work.

Walsingham House (formerly located at Chingford, then Canvey Island) has a thirty year history of providing retreat opportunities for young people. Retreat provision is an integral part of the mission of the Brentwood Catholic Youth Service (BCYS). Walsingham House sits within the Diocese of Brentwood’s Vicariate for Youth Ministry and Pastoral Care, which also draws together work with School Chaplains, Parish Catechists and University Chaplains. The Vicariate also looks after the Diocese of Brentwood Caritas, which – with a focus on supporting social justice ministry within the Diocese – offers 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.

There are two Assistant Managers at Walsingham House at Abbotswick. This vacancy has arisen because one of our Assistant Managers is leaving in the summer, after two years in the role. During this time she has completed the Brentwood Diocese Catholic Certificate in Religious Education; it is a hallmark of the Vicariate that we offer continuing professional development to all staff, in dialogue with the staff member so that such development best meets their needs.

Claire Bailey is our Diocesan Director of Youth Ministry. Claire served as Assistant Director of Walsingham House 20 years ago, and subsequently served as chaplain of a large secondary school in the Diocese. Claire is the Line Manager for this role and works closely with the Walsingham House Coordinator, and the Episcopal Vicar for Youth Ministry and Pastoral Care.

The Vicariate enjoys an excellent relationship with agencies such as CAFOD, HCPT and the Brentwood Catholic Children’s Society, and we are also closely associated with the work of the Catholic Youth Ministry Federation (CYMFed), supporting events such as Flame and other national initiatives.

JOB DESCRIPTION

OVERALL PURPOSE OF JOB:

To assist the Walsingham House at Abbotswick Retreats, Facilities and Hospitality Co-ordinator in all aspects of the running of the retreat house.

MAIN RESPONSIBILITIES:

- **Leading retreats at Walsingham House at Abbotswick, and in schools and parishes.** Retreat leadership will be in such a way as to consistently ensure the volunteer team are very well supported, and that retreat programmes are rooted in the Catholic faith, and presented in a way which is creative and engaging.

To ensure the excellent delivery of the retreat, retreat leadership includes:

- Contacting schools/parishes prior to retreat, to discuss their requirements/aims for the retreat.
 - Liaison with staff and catechists.
 - Setting and maintaining the atmosphere in which the retreat can be effectively delivered; this includes times of reflection and prayer, as well as times of lively activity.
 - Working with school staff and parish catechists, ensuring appropriate behaviour management.
 - 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 Co-ordinator and the other Assistant Manager to ensure development of the Walsingham House volunteer team,** including development through training in youth leadership at the start of the year, and ongoing training and mentoring during the year, to help their journey of faith and their witness to the young people who come on retreat.
 - **Programme development,** in conjunction with the Walsingham House staff, including dialogue with and input from the volunteer team.
 - Actively working with the rest of the WH staff and volunteer team **to design and create content for our social media channels.**
 - **Participation in weekly planning meetings** with the Walsingham House management team (WH Co-ordinator, WH Assistant Managers, Diocesan Director of Youth Ministry and Episcopal Vicar for Youth Ministry and Pastoral Care).
 - **Ongoing responsibility for Health and Safety, and Security,** at Walsingham House at Abbotswick, as part of the management team.
 - **Taking an active part in 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.
 - **Driving the volunteer Team to retreats** held in schools or parishes (using a vehicle provided by Walsingham House at Abbotswick).

General

- Any other duties that are reasonably requested and agreed.

PERSON SPECIFICATION – Assistant Manager, Walsingham House

There is a Genuine Occupational Requirement for this role to be filled by a practising Catholic.

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
A recognised qualification in Theology or Youth Ministry (or the willingness to undertake such a qualification – funding is available to support further studies).		✓

SKILLS AND EXPERIENCE		
Proven experience in full time parish, school or residential youth ministry in a Catholic context.	✓	
A thorough understanding of youth ministry, and the challenges faced by young people today.	✓	
Excellent 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+	✓	
An understanding of what makes an effective retreat session, and the ability to creatively design and lead such sessions.	✓	
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).	✓	
Excellent personal organisation and time management.	✓	
Prior experience of living and working in community, and/or in a residential setting.		✓
Experience of leading a team.		✓
Experience in delivering training to young adults.		✓

KNOWLEDGE		
Knowledgeable about the Catholic faith, and able to effectively communicate it to young people aged 10-18	✓	
Excellent IT skills including in the use of Microsoft Office programmes including Word, Excel and Publisher	✓	
Have a working knowledge of GDPR regulations		✓

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
A committed and practicing Catholic	✓	
Knowledge of current social media platforms and a desire to learn about creation of content for online ministry (including graphic design, filming and video editing)	✓	
The ability to work evenings and weekends, on a regular basis in school term time.	✓	
A full, clean driving licence.	✓	

How to Apply

- *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 Job Description and 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:** *Claire Bailey, Walsingham House at Abbotswick, Navestock Side, Near Brentwood, Essex CM14 5SH. Applications can also be emailed to clairebailey@dioceseofbrentwood.org. Prior to application, you are welcome to visit up to and including Thursday 21st April 2022; please contact Claire Bailey if you would like to visit.*

The interview process will include working alongside the staff and volunteer team leading elements of a retreat; the closing date for applications is midday on Friday 22nd April 2022 and we will then invite suitable applicants to a retreat on the weekend of 29th April – 1st May, with the formal interview taking place on Monday 2nd May.