**JOB DESCRIPTION**

|  |
| --- |
| **TITLE**Chaplain and Parish Youth Worker |
| **PURPOSE**The Chaplain and Youth Worker role is to be a witness to the love of Christ for each member of the community. |
| **LINE MANAGER**Head Teacher / Parish Priest |
| **HOURS OF WORK**Full - time (School–2.5 days per week) (Parish–2.5 days per week) |
| **RESPONSIBILITIES: (to include but not exclusive)****SCHOOL:*** Provide spiritual support to students and staff as needed
* To be accessible and available to students and staff both in private and as groups
* Liaise regularly with the school senior leadership team, those directly providing pastoral support to students and members of the RE department
* Responsible for the development of the School’s prayer life, including both students and staff. Activity to include (but not exclusively):

 Staff prayers at staff briefing, meetings and conferences School Masses throughout the year – to include the preparation, organisation and content Liturgies throughout the year - ie Easter, Advent  Year Retreats – development, coordination and leading* Leading school assemblies from time to time as required
* Where appropriate, supporting other school groups linked to social justice, or ethical issues e.g. West London Citizens, SVP, or supporting other staff with their links
* Supporting the school’s charity commitments
* Advising senior staff on the delivery and continuing development of the chaplaincy role

**PARISH:*** To prepare a Youth Work programme and provide regular reports on progress to the Parish Priest
* To establish and run a programme of regular Youth Groups in the Parish which responds to the spiritual, catechetical and social needs of the young people
* To run and support events as necessary to build relationships with and support the faith formation of young people
* To work with and develop adult volunteers who are already working in parish youth groups and help with their faith formation and skills to run a session
* To work with and build relationships with the Confirmation Candidates and establish pre and post Confirmation groups
* To develop youth roles in parish life, liturgy and Youth Masses, and link with Westminster Youth Workers Network
* To use a variety of appropriate communication vehicles to keep in touch with young people
* To organise groups of young people to attend diocesan events, national events and possibly World Youth Days
* To identify the needs of the young teenage years (first) and (then) Junior years in terms of activity based ideas
* To liaise where necessary with the parents of these young people
* To undertake personal, spiritual and professional formation
* To undertake administration, communication, networking and publicity as required for the youth work, working in conjunction with the Parish Office
* To ensure that all work is undertaken with diocesan safeguarding procedures in place
* To attend Sunday Mass regularly within the parish
* To attend Parish Pastoral Council meetings as required
* To carry out other duties commensurate for the proper performance of the job.

It is also crucial that the role holder recognises the great strength evident when a school and parish work together to support common constituencies.The roleholder is expected to help build a strong working and spiritual relationship between the school and parish.There are countless opportunities for the roleholder to develop events, meetings, gatherings and Masses that reach out to both school and parish and this a key objective going forward.  |
| **POST HOLDER SIGNATURE…………………………….. DATE…………………………** |