



PROGRAMME LEADER - JOB DESCRIPTION

Line Manager: Deputy Director of Youth Services

Salary: £26,000 - £30,000 Package (made up of £19,000 - 23,000 paid salary plus accommodation suitable for a single person, as well as meals, utilities, internet etc.). Accommodation is available year round. Starting salary is negotiable within the range, depending on qualifications and experience.

Normal Place of Work: Castlerigg Manor, with the requirement for outreach work around the diocese and occasionally beyond

Notes:

-The holder of this post will be required to live on site

-Appointment to this post is subject to an Enhanced DBS check

-The holder of this post must be a committed, practising Christian, who professes and loves according to their faith. (This is a “genuine occupational requirement” under the Equality Act 2010)

Please apply using the online form //
<http://castleriggmanor.com/join-the-team/>

IN BRIEF

The Youth Service of the Diocese of Lancaster has been operating since the early 1960s and has been based at Castlerigg Manor in Keswick since 1969. We exist to evangelise young people and young adults and to bring them in to a relationship with Jesus Christ.

We operate a strategy of **Engagement, Deepening, and Mission** - meeting young people, providing meaningful experiences, inviting them to deepen their relationship with Christ and then providing opportunities for them to minister to others.

Everything we do is guided by our four values: **Discipleship, Love, Presence, and Excellence.**

The structure and history of the Youth Service is such that most of our work is delivered through residential retreats at Castlerigg, but we are ‘getting out and about’ more and more and developing our outreach work. We are involved in the Lourdes pilgrimages, and we regularly work in schools and parishes around the area.

The post of ‘Programme Leader’ is a new one, and is building on the learning from a pilot programme which is now entering its final year. The aim of the Programme Leads post is to



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provide some high quality experience and training, together with a formal qualification, enabling the post holder to then go further in ministry.

The Programme Leader will work as part of the Leadership Team, alongside the Director and Deputy Director and will play a key role in the delivery of youth ministry, including planning programmes, supervising their preparation, and ensuring high quality delivery.

This will mostly involve retreat work at Castlerigg Manor, but will also include 'outreach' work in schools and parishes from time to time.

At all times the post holder is required to work within the defined Mission, Vision & Strategy of the Youth Service and the teachings of the Church.

More specifically, the Programme Leader will be expected:

GENERAL RESPONSIBILITIES

- To plan, prepare, deliver, and evaluate high quality youth ministry in line with the vision and strategy approved by the Youth Service Management Group and the Bishop
- To lead by example in living out the faith and the values of Castlerigg Manor and the Youth Service
- To liaise effectively with teachers, clergy and other stakeholders so as to ensure that ministry is tailored appropriately
- To attend regular management and supervision meetings
- To follow the requirements of the safeguarding policies and procedures of the Diocese and to ensure that others follows said procedures
- To maintain a safe environment in accordance with Health & Safety and to follow Youth Service policies and procedures
- To undertake training and development opportunities in line with the role and for personal professional development
- To deliver training to the volunteer team as required
- To cover general management duties as required as a member of the leadership team
- To carry out any other reasonable duties within the overall function commensurate with the level of responsibility of the post





RETREATS AT CASTLERIGG MANOR

- To lead residential retreats at Castlerigg Manor on rotation with other members of the Leadership Team
- To play a role in the development and innovation of the retreat programme by evaluating current provision and helping to develop new provision in line with current best practice
- To play a key role in liaising with schools and other retreat stakeholders by building relationships, evaluating needs, and identifying new ministry opportunities

YOUTH AND YOUNG ADULT MINISTRY BEYOND CASTLERIGG

- To plan, prepare, and lead youth ministry input in schools and parishes around the diocese
- To be involved in Lourdes, as required and as time permits

[Please turn over for Person Specification]



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DEPUTY DIRECTOR OF YOUTH SERVICES - PERSON SPECIFICATION

We are looking for somebody who:

[ESSENTIAL]

- is a committed, practising Christian willing to live as a witness to Christ
- has at least a working knowledge of the key points of the Christian faith and the ability to communicate that knowledge
- has at least a few years experience in Christian youth ministry or equivalent experience which will very easily and quickly translate
- is able to form and sustain appropriate, discipleship-based relationships with young people and other adults
- is able to manage a workload, and deliver to deadlines
- has good written and oral presentation skills
- has a commitment to ongoing professional development
- is competent with varied forms of Information Technology
- is able to work in line with safeguarding procedures, Health & Safety and other relevant legislation and good practice
- is willing to undertake (and pass) an Enhanced DBS check
- has a full UK driving license

[DESIRABLE]

- has experience living in community
- has experience of working with parishes and/ or schools
- has particular skills in music and liturgy, graphic design, audio and visual production

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Diocese of Lancaster Youth Service

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