

# Job description



<b>Position</b>	Communications and Events Assistant
<b>Hours</b>	Full-time, 35h per week
<b>Location</b>	Flexible, and homeworking considered. However, requirement to come into the London office (SE1) at least once a week
<b>Salary</b>	£22,000 p.a.
<b>Contract</b>	Permanent

## ABOUT MILLION MINUTES

Million Minutes was founded in 2011, and is a Catholic youth social action charity, inspired by the values of Catholic Social Teaching. We are a small team that supports projects that enable young people to make a difference in their world; to *be* the difference in the world. We want to enable young people to be the ones who build a world based on the Catholic social principles of dignity and equality, of service to the poor and the oppressed, of care for the world, and the promotion of peace and solidarity.

In 2020 we started a new chapter for the organisation, recruiting our first ever full-time Director, and 2021 will see us recruiting two new roles.

Million Minutes is committed to building a Church that embraces *all* young people, appreciating their unique gifts and hears their perspectives on current issues. We are members of the Catholic Youth Ministry Federation for England and Wales, and the Caritas Social Action Network, and advocate for youth-centred parish renewal and approaches from both top-down and bottom-up. At our core, we are inspired by Pope Francis's encyclical *Christus Vivit*, where he calls for a '*Church with open doors*' with a '*heart for all young people*', including the marginalised, those on the so-called 'peripheries' of the Church and society, and both Catholic and non-Catholic young people.

## ABOUT OUR ACTIVITY

In practice this means we develop innovative projects that help empower young people, both directly and indirectly. While we primarily work with 'secondary' contacts (in other words, those who work with young people) we do engage with some direct work with young people too. Our vision for an open and inclusive Church with young people at its heart means we are advocates for this approach throughout Catholic institutions, both from the top-down (advocating for national youth-centred approaches) and the bottom-up (practicing what we preach at local parish levels).

As we enter Million Minutes' second decade, we are focused on both becoming the go-to organisation for 'gold standard' youth ministry in Catholic settings (working with Catholic counterparts to promote our vision) and also becoming the reference point for secular youth charities looking to make contact with Catholic equivalents.

You can find a summary of some of our main activities below:

- **The Beacon Parish Scheme:** The scheme was formally established in 2021 and comprises a two-year commitment (equating to roughly a million minutes) made by 5 Catholic parishes a year between now and 2023 to renew their local Catholic communities with a youth-centred focus. Our hope is that these parishes become 'beacons' of hope and examples that other Catholic communities can follow, both revitalizing youth work, but also parishes themselves, as we face a new post-pandemic world. This project is rooted in the Holy Father's vision as articulated in *Christus Vivit*.
- **Training, research and events:** We run regular training and events for all those with an interest in young people in Catholic communities, to help spread the vision of *Christus Vivit*, and the lessons of the Beacon Parish scheme, to as wide a group as possible. An example of such events includes our groundbreaking recent public webinar '[Children of God](#)' which explored LGBTQIA+ youth experiences in the Catholic Church.
- **Grant giving:** Each year we distribute grants to youth-led projects across England and Wales, which promote the values of Catholic Social Teaching in local communities.



- **Fundraising:** Each year we run 'siLENT', a sponsored silence, a way for young people (and those who work with) to engage more deeply in the season of Lent while raising money to support other young people through our grants fund.
- **Awards:** The biennial Celebrating Young People (CYP) Awards honour young people who exemplify the principles of CST in their communities. To date, over one thousand young people have been recognized through our Awards scheme
- **Developing the next generation of Catholic leaders:** Those who are recognized through the CYP Awards are given the chance to develop in leadership skills through our informal Alumni Network, connecting alumni with one another and with development opportunities and contacts. We have also recently launched the Young Adult Advisory Group, a way for Million Minutes to maintain direct contact with young adults who identify as Catholic

## ABOUT THIS ROLE

**MAIN TASKS AND RESPONSIBILITIES-** The Communications and Events Assistant is primarily responsible for communications, administration, events coordination, and outward-facing publicity, as well as supporting the Director in an administrative capacity in her advocacy work and diary management.

Million Minutes is a small team, but we pack a punch. The new Communications and Events Assistant will be integral to the delivery of the breadth of our organisation's work, ensuring smooth running of our events and public-facing engagements, as well as being one of the primary contact points for those engaging with Million Minutes. The Assistant will also have the scope to develop the role and make it their own.

You can find some of the role's key responsibilities below:

### **General administration**

- Ensuring Million Minutes' databases and contacts are maintained, through regular Salesforce recording and database emails
- Supporting the Director in day-to-day activities
- Managing the Director's diary

### **Stakeholder engagement**

- Being a public face of Million Minutes, and one of the primary contact points when individuals first engage with our work, eg fielding calls, responding to emails
- Coordinate engagement around the annual SiLENT fundraiser, ensuring consistent stakeholder engagement

### **Communications**

- Keeping the Million Minutes website up to date on a regular basis
- Writing and sending out press releases, coordinating with local and national media
- Proactively identifying innovative and new communications opportunities for Million Minutes to promote the breadth of its work, including opportunities for the Director
- Maintaining Million Minutes' social media profiles (including Facebook, Twitter, Instagram and LinkedIn) with an attention to detail, and awareness of the needs and interests of different audiences
- Writing first drafts of promotional material, adverts for trainings and events and funding reports
- Other communications activities on an ad hoc basis
- Promoting communications around our annual SiLENT fundraiser

### **Events**

- Promoting our events, and ensuring good attendance
- Coordinating the administration and invites of training events, including managing Zoom invites, maintaining contact with attendees, writing first drafts of speaker notes, providing behind-the-scenes support for online and in-person events, ensuring events run smoothly and on time
- Coordinating the online 2021 Celebrating Young People Awards, under the direction of the Director
- Support the Director and incoming Senior Engagement Officer (Parishes) in event administration around the beacon parish scheme

### **Coordinating work with young adults**

- Be the main point of contact between Million Minutes and the young adults we engage with (the informal 'alumni' group, former award winners, members of the Young Adults Advisory Group)
- Provide administrative support in their engagement with Million Minutes



- c) Source media and communications opportunities for the work of young adults to be promoted
- d) Sign post young adults to other contact points in the Catholic community

**Please note, this role will require some flexible working hours (including evenings and weekends every so often) – time off in lieu will be granted on these occasions.**

## **PERSON SPECIFICATION**

### **Skills, Knowledge and Experience:**

#### **ESSENTIAL**

- A positive, friendly attitude and strong interpersonal skills
- Excellent written and verbal communication skills, and strong attention to detail
- Experience of working in a team, and experience of going above and beyond to support a project
- Excellent administrative skills, and demonstrable work to high-standards
- Sympathy with the values of Catholic Social Teaching and personal commitment to the innate human dignity of every person
- Ability to juggle competing demands successfully and multitask
- A commitment to Million Minutes' values

#### **DESIRABLE**

- Knowledge of the Catholic Church and its structures
- Administrative experience of database management, using software such as Salesforce
- Experience working with media outlets, writing press releases, keeping a website updated, and creating social media content
- Experience organising and coordinating online and in-person events
- An interest in creating video resources and video editing
- Experience working with young people

