

# Job description



<b>Position</b>	Senior Parish Engagement Officer
<b>Hours</b>	Part-time (21 hours / 3 days p/w) – including some evening and weekend working
<b>Location</b>	Based in London office (but open to flexible working), with some UK travel to parishes, likely once or twice a month
<b>Salary</b>	£20,000 pro rata (£33,330 FTE)
<b>Contract</b>	12 months, with hopeful possibility of extension

## 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. 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 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).

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

- **The Beacon Parish Scheme:** The scheme was formally established in 2021, a refresh of our groundbreaking [Courtyard](#) model, 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-centered 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
- **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 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 Senior Parish Engagement Officer will be primarily responsible for the delivery of our flagship Beacon Parish scheme, and sharing its learnings, answering to our Director. The Senior Parish Engagement Officer will also work closely with our Founder, and in a small team with our Communications and Events Assistant.

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

### ***Engaging Catholic Communities***

- a) Engage with stakeholders and Catholic communities with confidence (via in-person visits, via email and over the phone, with the 5+ Beacon Parishes, their key volunteers, their parish priests and their wider communities) as the trusted contact point from Million Minutes
- b) Promote and build relationships at training events, online and in-person, using initiative and creativity to enhance understanding of Million Minutes' vision for youth ministry
- c) Support the progress of both Beacon Parishes, and other parishes, providing bespoke guidance, knowledge and pathways to engaging with all types of young people (both Catholic and non-Catholic) – while understanding and working with the unique nature of each Catholic parish
- d) Actively recruit future Beacon Parishes, with an established pipeline to 2023
- e) Act as a spokesperson for our parish-based work, within local and national media, and more, and seek promotional activities
- f) Work with parish volunteers and support engagement activity to help recruit additional volunteers

### ***Creating Engagement and Parish Resources***

- a) Conduct and create content for online and in-person training events aimed at enhancing community youth engagement and youth-centred parish renewal
- b) Refresh, design and produce high-impact resources to support parishes on their journey to become a Church with 'open doors'
- c) Develop a programme of events, assemblies and workshops – to be delivered direct and through our trustees, champions, stakeholders and gatekeepers within schools, parishes and other Catholic communities

### ***Monitoring, reflecting and communicating***

- a) Promote the lessons of Beacon Parishes creatively, using press releases, social media engagement, videos and blogs and more, and support Director with communicating progress to funders
- b) With training, implement the monitoring tools used by Million Minutes, and support the Director in fundraising efforts to extend the Beacon Parish project
- c) Apply insights and share your own learning with others, and facilitate learning between parishes
- d) Undertake all data management needs for recording contacts, progress, activities, safeguarding and risk management
- e) Track engagement through use of Salesforce

### ***Working in a Catholic context***

- a) Work in a way which ensures Million Minutes' activity is open to young people of all faiths and none, whilst also working with Head Teachers and Parish Priests and their teams to ensure the best possible relationship and compatibility with local pastoral plans.
- b) Work to ensure wide support for the Million Minutes' across local Catholic communities, to draw on potential resources that people can offer, including volunteers, networking opportunities, skill sharing, and support through prayer.

### ***Working in a small team***

- a) Support the day-to-day work of Million Minutes, working with one other team member and the Director on a daily basis, and in a flexible way
- b) Take responsibility and initiative with a positive attitude, asking for help when needed
- c) Support ad-hoc tasks and work flexibly when needed



Please note, this role will require some flexible working hours (including evening and weekend work at times) and some UK-based travel will be necessary.

This is initially a 12-month project, with the possibility and hope of extension as the 'beacon parish' project develops.

## PERSON SPECIFICATION

### Skills, Knowledge and Experience:

#### Essential

- Understanding and experience of youth work and/or youth ministry, ideally within a Catholic setting
- A strong understanding of the Catholic Church especially its organisation at a parish-level
- Commitment to explore the 'peripheries' of the Church
- Drive, self-motivation and a positive attitude and an aptitude for diplomacy and conflict resolution
- Experience of working in a team and excellent interpersonal skills
- A confident understanding of Catholic Social Teaching
- Strong verbal and written communication skills, particularly with senior staff and stakeholders
- Ability to create resources that can be used by a wide variety of individuals in a parish setting
- Ability to work under pressure and meet deadlines, acting on own initiative and being proactive
- Flexibility working across a number of projects with competing priorities at any one time
- Experience using database management
- Strong organisational skills and attention to detail

#### Desirable

- Experience of working with leaders within the Catholic Church
- Understanding and experience of youth work and/or youth ministry, outside a Catholic setting
- Experience working with media outlets, writing press releases and creating social media content
- Experience in creating video resources, video editing and digital resources, and using social and multi-media to communicate messages
- Experience of implementing projects through organisational partnerships

