



# DIRECTOR OF YOUTH SERVICES

NOTTINGHAM  
DIOCESAN  
CATHOLIC  
YOUTH  
SERVICE





[WWW.NDCYS.COM](http://WWW.NDCYS.COM)

**THE NOTTINGHAM DIOCESAN  
CATHOLIC YOUTH SERVICE  
PROVIDES OPPORTUNITIES FOR  
YOUNG PEOPLE  
TO DISCOVER COMMUNITY,  
COME TO A FRIENDSHIP  
WITH CHRIST  
AND A DEEPER AWARENESS OF  
THEMSELVES.**

MISSION STATEMENT



## AN INTRODUCTION FROM BISHOP PATRICK

Just three years ago in 2019 the diocese celebrated the 50th anniversary of The Briars, our residential centre for young people in Derbyshire. We are very proud of the work over those years that the Directors, staff and volunteers of The Briars have been engaged in with young people, not only at the residential centre but also in outreach to the schools and parishes. The Briars and the outreach work of our Youth Service is certainly a pearl of great price at the very heart of this diocese, but we are also very conscious that we can never become complacent.

We are now looking for a new energetic, prayerful, and reflective Director of Youth Services who can build upon this good tradition and develop and take it to new levels; someone who will work to make the vision and hope for our diocese an ever-stronger reality in everything that the Youth Service does. The vision and hope, dear to my heart, is that people of all ages across this diocese, especially the young in our schools and parishes, will be helped to discover, and to discover more deeply, three important truths: First of all, that they are each loved by God, and that God desires that they are helped to encounter this love in their lives, to know Him, and to develop their own growing personal relationship with Him; secondly, that Christ Jesus is personally calling and inviting them to be his disciples, his co-workers, by putting their faith into action, each day, in little acts of love, kindness and care for others; and, thirdly, that Christ Jesus wants them to be part of his mission in the way they live and the choices they take, and so in the way they bear witness to others of the difference knowing and responding to God's love can make to people's daily lives.

For so many young people their Retreat at The Briars may well be their first time away from home, or even perhaps the first time they have felt 'at home'; felt accepted, affirmed or understood; for some it may be the first time they have felt what God's love is really like – not abstract or distant – but something real and personal, that's lived and shared through prayer, service, sacrifice and compassion. For many The Briars has been a place where, for the first time, the Mass or the Sacrament of Reconciliation has begun to be understood, or where a personal calling from Christ has been sensed, in spite of weaknesses; a calling which in itself inspires a change of heart and mind. It is a place where young people can truly encounter Christ Jesus and hear his call and invitation to become his disciples.

If this rich legacy of The Briars, and the opportunity to help shape the vision of this diocese for young people, fills your heart with a passion to be a part of it, then you are the person we are looking for to apply to become our new Director of Youth Services. We will make you welcome and support you. Thank you for reading this.

+ Patrick

Bishop of Nottingham & Chair of The Youth Service Trustees





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# Join a vibrant, progressive and outward looking youth service.

NDCYS continues to push the boundaries and explore new ways of delivering engaging and accessible Catholic Youth Ministry to the young people it serves.

NDCYS provides powerful opportunities for young people to encounter Christ and grow in discipleship, in the Retreats it offers, its outreach within the diocese, or online.

From October we are seeking to appoint a new Director of Youth Services to drive our work forward and to ensure the service we deliver meets the needs of the young people we serve.

Your skill, experience and vision will be crucial to the success of the service and you'll have the privilege of leading and caring for a team of skilled, passionate and talented staff.



# NDCYS and The Briars

The first group of Young People arrived at The Briars on September 12th 1969. The original Director Father Paul Klee welcomed one of his classmates Canon Frederick Smythe and the Youth Club from the parish of The Annunciation, Burnt Oak, London, and the scene was set for the next 40 years when thousands of young people would make their way to a centre which centre users themselves often call "The Friendly Place" because of its unique atmosphere.

The story began in the 1960's after Lady Albermarle produced a report on 'The training of part time youth leaders.' Bishop Ellis who was the Bishop of Nottingham at the time saw the problems affecting young people in his Diocese, and commented "Young People had to have the chance of not merely enjoying themselves, but to take part in an apostolate to other Young People," so he started the Diocesan Youth Service. By the mid sixties there was a central group of people working with the Bishop to define the vision of the Youth Service.

They agreed that residential work would play an important role in the training of Young People, so in 1965 they set a target of five years to find and establish a Residential centre for Young People in the Diocese. Ideas came and went, places were visited and turned down until out of the blue a Mr & Mrs Heymans who were running a Quaker vegetarian guest house at Crich decided to retire and put the house in the hands of Messrs, Maynard of Derby who knew of our problem.

From there on things moved fairly fast. The "Adventure in Faith" was on its way. The house was purchased and after some months of preparation and a lot of voluntary hard labour by local people we opened and began our apostolate to Young People .

In 2019 we celebrated our 50th anniversary and in 2021 we completed large scale renovations to upgrade our accommodation.

NDCYS is stronger and better than ever and we're excited for you to be a part of it.



# Job Description

**Post Description:** To lead and manage all aspects of the Nottingham Diocesan Catholic Youth Service. You will manage all staff working on behalf of NDCYS: Youth Ministry, Health & Safety, Administration, Finance, Housekeeping, Catering and other Sessional/Voluntary staff, ensuring that the ethos is upheld and promoted in all areas and that best practice is observed at all times.

**Line managed by / Responsible to:** The Trustees / Chair of the Trustees

**Working Hours:** 37.5 Hours a week // Full Time // Permanent Contract (Subject to a 6 month probationary period)

**Salary Scale:** E1 - £53,981 - £61,254

## Duties and responsibilities:

### Strategic Development and Direction

- To build, sustain and lead the ethos, vision and mission of the NDCYS, adhering to the policies of the service
- To ensure that all staff and volunteers support the implementation of the mission of the service.
- To analyse the present service and plan for future development
- To promote, implement and review all NDCYS policies and procedures relevant to the operation of NDCYS and The Briars, ensuring best practice
- To ensure that all policies and practices take into account the teaching of the Catholic Church, together with canonical and civil legislation and standards
- To oversee the finances of the service with sound financial planning in collaboration with the Trustees, Operations Director and Finance Manager.
- To manage the annual budget (c.700k average turn over)
- To line manage heads of departments and take overall responsibility for c.25 staff
- To provide frequent and regular information to the Bishop and the NDCYS Trustees to enable them to monitor and direct the Service
- To authorise payments and manage spends.
- To lead on development projects and to ensure their ultimate delivery
- To secure financing and loan agreements.
- To liaise with our legal team regarding charity structure, governance and to ensure compliance with legislation.



# Job Description

## Leadership in Youth Ministry

- To work alongside parish priests, school chaplains, the episcopal vicariates and other diocesan agencies to provide a coordinated approach to youth ministry
- To lead youth ministry provision in the diocese by exemplifying good practice and excellence in all residential and outreach ministry
- To be the designated safeguarding lead for the service
- To provide training for staff and volunteers enhancing their professional development
- To implement and monitor effective systems for the management of staff performance
- To plan, allocate and monitor work undertaken by individuals, as well as groups and teams, ensuring clear delegation of tasks and devolution of responsibilities
- To have regard for national statutory and Catholic youth work developments and ensure participation in relevant national initiatives and developments
- To represent NDCYS at a local and national level at appropriate events

## Whole Service Provision

- To manage all staff and volunteers employed by NDCYS
- To ensure all Health & Safety requirements are met and best practice is observed at all times
- To lead recruitment of the young volunteer team and other staff vacancies.
- To coordinate (and where appropriate lead) the provision of pilgrimages for young people.
- In cooperation with parish priests and school chaplains, to lead the provision of
- support, guidance and training for volunteer youth ministers and all those working with young people in parishes and schools
- To be an advocate for the service and young people of the Diocese.

NDCYS is committed to safeguarding and the welfare of young people and all service users all times - the post holder is required to work within the Mission Statement and policies of the Nottingham Diocesan Catholic Youth Service and the teachings of the Catholic Church.



# Person Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Professional qualification in Youth Work	Y	
Theological Qualification		Y
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification	Y	
Commitment to ongoing professional development	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in a residential / community setting	Y	
Experience of managing an operational budget	Y	
A full understanding of Health & Safety and Safeguarding requirements when working with young people	Y	
A minimum of three years leadership experience	Y	
Experience in the management, line management and supervision of staff	Y	
Experience of developing and operating systems and procedures	Y	
Experience of working catechetically with young people and staff, and of offering spiritual support	Y	

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of continuing professional development	Y	
Evidence of providing training and development opportunities to other staff		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning and organisation skills	Y	
An understanding of Catholic Youth Work and Youth Ministry at a national level		Y
Experience of working at a diocesan level	Y	
Qualified first aider		Y



# Person Specification

D Personal Attributes	Essential	Desirable
A committed practicing Catholic* who is passionate about youth evangelisation and about creating opportunities for encounter, discipleship and missionary discipleship.	Y	
Able to command credibility and respect from service users and staff	Y	
Emotional resilience	Y	
The ability to self-evaluate and reflect	Y	
The ability to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Integrity and commitment to good governance	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

E Safeguarding	Essential	Desirable
Understanding of responsibilities of the Youth Service in ensuring compliance with all relevant legislation	Y	

**The post holder will require a full enhanced DBS clearance.**

#### **\*What defines a practicing Catholic?**

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all encompassing sense. At the heart of these general obligations though, there are essential components for "full communion" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in NDCYS, please see 'Christ at the Centre' by Mgr Marcus Stock,

[https://www.catholiceducation.org.uk/images/Christ\\_at\\_the\\_Centre\\_1.pdf](https://www.catholiceducation.org.uk/images/Christ_at_the_Centre_1.pdf)