

ARCHDIOCESE OF ARMAGH
JOB DESCRIPTION
ARMAGH DIOCESAN YOUTH OFFICER

This post is for one year

1. Title of Post:

Armagh Diocesan Youth Officer

2. Responsible to:

Diocesan Secretary

3. Reports to:

Armagh Diocesan Youth Director

4. Job Description:

The post holder will be responsible for the development of five areas of youth ministry in the Archdiocese of Armagh -

- (a) The John Paul II Awards
- (b) The new diocesan youth ministry website
- (c) The leadership development aspect of the Armagh Diocesan Youth Council's strategic plan
- (d) The support of youth ministry in parishes
- (e) An annual local pilgrimage

4. Main Responsibilities:

- (a) To implement areas of work as outlined above in conjunction with the Armagh Diocesan Youth Director and the Armagh Diocesan Youth Council.
- (b) To attend meetings of the Youth Council and its subcommittees, as required.
- (c) To submit a written report to the Armagh Diocesan Youth Council in advance of their quarterly meetings
- (d) To gather information for inclusion in the youth ministry website from the relevant personnel in diocesan and parish ministry and work with the Administrative Assistant to upload them to the site.
- (e) To provide support, guidance and advice to parish youth centres/groups and parish pastoral councils.
- (f) To liaise with key personnel and organisations within the Archdiocese, e.g. Diocesan Advisors for Religious Education, Parish Clergy, Principals, Heads of

RE, Armagh Diocesan Youth Council, Parish Pastoral Councils, Youth Centres and others.

- (g) To establish and maintain working relationships with relevant voluntary and statutory organisations, e.g., Youth Link, Education and Library Boards, Louth Youth Federation.
- (h) To develop and implement appropriate training within the Archdiocese.
- (i) To maintain efficient records, reports and recordings on agreed work programmes; participate in regular supervision meetings with the Armagh Diocesan Youth Director and undertake appropriate in-service training.
- (j) To comply with the diocesan requirements for Safeguarding Children
- (k) To undertake any other duties commensurate with the post and as agreed with the Archbishop of Armagh and/or his delegate.

This Job Description is an outline of the post as it is currently perceived by the Archbishop and may be subject to review as the Youth Ministry Service in the Archdiocese develops.

Note: Appointment will be dependent on completion of an AccessNI check and receipt of references, to the satisfaction of the interviewing panel and subject to the ratification of the Archbishop of Armagh and the Armagh Diocesan Youth Council.

OTHER INFORMATION

Hours of Work

The Diocesan Youth Officer will be expected to work a 21 hour week. The unsocial nature of the job, which will include evening and weekend work, will be compensated with appropriate time off in lieu.

Annual Leave Entitlement: 12 days holiday plus 12 statutory days.

Period of Notice: 1 month.

The Postholder will serve a probationary period of six months.

Salary: £15,000