



RELIGIOUS OF THE ASSUMPTION

Job Title: **Coordinator of Young Adult Ministry**

Location: Central London

Hours: Full-time - *with occasional weekend and evening hours as needed*

About the Religious of the Assumption:

Also known as Assumption Sisters, an international Catholic congregation of 1,100 religious Sisters over 40 nationalities, present in 32 different countries around the world. Committed to respond to the challenges and calls of society through prayer and education. Seek to make Christ and the Church known and loved through a variety of educational ministries.

Job Purpose: The Coordinator of Young Adult Ministry is primarily responsible for supporting the development and delivery of the young adult ministry of the Religious of the Assumption in England. The Coordinator will contribute to a range of initiatives, including communications, events coordination, publicity, and the Assumption Volunteer Programme; as well as supporting the Director of Young Adult Ministry in an administrative capacity. There is scope to develop the role depending on the successful candidate's gifts.

Main Tasks and Responsibilities:

• **Young Adult Events**

- Helping to develop and deliver an effective programme of retreats, pilgrimages and other faith initiatives for young people
- Identify creative, new ways and explore possibilities for helping young people on their faith journey
- Organising, preparing and coordinating the events with the support of the Assumption Youth Team

• **Assumption Volunteer Programme**

- Supporting the Assumption Volunteers programme: assisting with promotion, recruitment and training

• **Outreach and Networking**

- To work collaboratively with Assumption Sisters, colleagues, the Assumption Youth Team and other Catholic organisations, both in the UK, within the European Province and with the international Congregation
- Represent the Assumption Sisters' Young Adult Ministry especially in the youth/young adult networks and volunteer fairs
- Sign-post young adults to other opportunities in the Catholic community

• **Communication**

- Manage an effective social media presence and publicity by handling social media profiles (including Facebook, Instagram, X and YouTube) with an attention to detail
- Maintain and utilise the database of contacts and various mailing-lists
- Create content and updates on various channels of communication: website, social media, printed and online media
- Responsible for managing the development and updates on the Provincial and Assumption Volunteer Websites: including adding news and updates through CMS
- Support the outreach of the Assumption Justice, Peace and Integrity of Creation and Vocations ministry

• Administration

- Supporting the Director in day-to-day activities
- Taking minutes at meetings and responding to general enquiries
- Other administrative tasks on an ad hoc basis

This job description is not an exhaustive list of duties, but is intended to reflect the range of duties the post-holder will perform. The post-holder may be required to undertake other related duties at the request of the line-manager.

Person Specification

Essential knowledge and experience:

1. Practising Catholic, passionate about making Christ and the Church known and loved
2. Knowledge of the teachings of the Catholic Church
3. Experience of working with young people and some knowledge of planning and delivery of programmes

Competences required:

1. Ability to lead events with young people and volunteers and inspire them
2. Ability to project a friendly, professional manner, both in person, online and on the phone
3. Ability to work with discretion and confidentiality
4. Ability to learn and adhere to safeguarding, health and safety and social media policies
5. Excellent organisational skills and ability to prioritise, with attention to detail
6. A commitment to on-going formation and training
7. Ability to work occasionally outside standard hours of work, including weekends and evenings; ability to manage time and workload effectively
8. Ability to work well as part of the team
9. IT skills – including office 365, Canva or other design software

Desirable Qualifications and Experience:

1. Qualifications in the fields of: Theology or Religious Studies / Youth Ministry
2. Appropriate training and recent experience in pastoral ministry
3. Experience using social media/film/photography in faith-based projects
4. Experience and knowledge of volunteer recruitment and delivering faith formation programmes
5. Knowledge of French, Italian or Spanish is an advantage

Job Details:

- 3-year contract (with possibility of renewal)
- Salary: £27,000 - £32,000 per annum for full time post – depending on experience and qualifications
- Holiday entitlement: 25 days + 8 days bank holidays
- The role is subject to an enhanced DBS check being successfully completed
- You will need to be eligible to work in the UK to apply for this position

How to Apply:

Please send your CV (including contact details for two references) and a covering letter outlining why you think you would be a good fit for the role. One reference should be your parish priest (Catholic chaplain or similar) and one should be a work reference (e.g. current or most recent employer). Please state if you do not want us to contact your employer before the interview.

Send to: youth@assumptionreligious.org Closing date: 7th July 2024.

Interviews will be held in the week of 5th August 2024.

For more information or to have a conversation about the role, contact Anne Marie Salgo on the email above.