



Nottingham Diocesan
Catholic Youth Service

Recruitment Pack Programme Leader

Closing Date for Applications:
30th April 2026

Interviews to be held w/c 4th May 2026

Welcome from our Director

Dear Candidates,

Thank you for your interest in the Programme Leader position at Nottingham Diocesan Catholic Youth Service (NDCYS). We are delighted you are considering joining us.

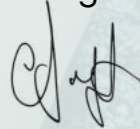
As Programme Leader, you will be at the heart of what we do – designing and delivering powerful encounters with Christ for young people through retreats, school and parish outreach across the diocese, and online. It is a role that genuinely changes lives.

The Brairs, our retreat centre in Crich, Matlock, has welcomed visitors since 1970 and today serves over 5,000 people every year. It is a place with a remarkable history – and even greater potential. We are an organisation proud of what we have built, but clear-eyed about where we are going: forward-thinking, dynamic, and committed to creating exceptional, life-enriching experiences for the young people of this diocese.

This is an exciting moment to join us. We are looking for someone with the vision, energy, Faith and heart for community to help lead that next chapter.

We look forward to receiving your application.

Kind regards,



Erin Doughty
Director of Youth Services

A young man and woman are looking at a book together in a church setting. The young man is on the left, wearing a dark jacket with three stripes on the sleeve. The young woman is on the right, wearing a white shirt and a patterned skirt. They are both looking down at a book held by the woman. The background shows a window with a view of a roof and a candle on a stand to the right.

Our Mission

The Nottingham Diocesan
Catholic Youth Service
provides opportunities for
young people to discover
community, come to
friendship with Christ, and a
deeper awareness of
themselves

Guidance for Applicants

The Role Profile and Person Specification for this role are essential to the selection and recruitment process.

They form the starting point for consideration of a candidate's eligibility for interview and guide the selection panel. It is important that you use both documents to prepare your application form. Application forms are to be found in this pack.

The Role Profile sets out the role, tasks and responsibilities to be undertaken by the successful candidate. It is a written statement of what is expected by the post holder. It provides basic guidance on day-to-day tasks and responsibilities. It includes information about the way in which the role should be approached and what the role needs in order to be successful.

The Person Specification sets out the criteria used to identify the most suitable candidate for the role. It specifies the particular experience, skills, knowledge and personal qualities required. The selection panel will use information from the application form to assess whether a candidate has met the criteria.

We are committed to treating all our applicants fairly and with respect, irrespective of their actual or assumed background, disability or any other protected characteristic.

Shortlisting

The procedure used to arrive at a short list will allow sufficient time for a thorough and rigorous analysis of all applications. A selection panel, the members of which will also make up the formal interview panel, will carry out shortlisting. Decisions about who is invited for interview will be based on how well applicants meet the role profile and the person specification criteria

References

References of shortlisted candidates will be requested before the interview. Referees will be contacted via email and, on occasion, may be contacted by telephone. At least one referee should be your current employer and a contact at your last post working with young people if not currently doing so.

The Interview Day

During the Interview Day, we will take every opportunity to find out if you are the right person for the role. Similarly, it is an opportunity for you to find out more about the centre and those who work here. The interview is a two-way process, please feel free to ask any questions that you might have.

The Interview Day will offer you a range of different opportunities to demonstrate your potential to meet the requirements of the post.

Some or all of the following activities and procedures may be used:

- A presentation
- A formal interview
- A tour of the centre

Guidance for Applicants

The Panel

There will be a panel of interviewers. The interview panel is made up of The Director and trustees.

A minimum of one person on the panel will have undertaken Safer Recruitment Training.

In making the final decision whether to appoint, the following good practice guidelines will be observed:

- The chair of the interview panel will seek each panel member's assessment of each candidate and use these to inform the final decision
- Sufficient time will be given for the panel to deliberate on the decision

- The chair of the interview panel will summarise each candidate's written application, responses and references to support clarity in coming to judgements. The method of reaching a decision will include discussion and gradual elimination. This will be agreed with the interview panel in advance and made clear to all
- All papers relating to the interview process will be collated, one copy held confidentially, and all other copies shredded
- The trustees should ratify appointment
- All appointments are subject to satisfactory references, DBS, proof of Right to Work, satisfactory qualification verification and medical clearance.

Unsuccessful Candidates

Unsuccessful candidates can request feedback from the panel on their application and interview via director@ndcys.com

All copies made of identification documentation taken from unsuccessful candidates will be shredded, with the exception of interview notes that may be stored for reference.

References & DBS Checks

In line with our Safer Recruitment policies, references may be requested prior to interview.

During your interview, you will be asked to provide identification documents, so that we can commence a DBS application with the successful candidate as soon as the offer of employment has been made and accepted.

Please visit the government's DBS guidelines website [HERE](#) to confirm the documents that you will need to bring with you.

Applications Forms & Submission

Application forms can be accessed [HERE](#). Please complete all of the questions, incomplete submissions may not be considered.

All completed applications or further questions need to be submitted to recruitment@ndcys.com

Applications will close at 5pm on 30th April 2026, your application may not be considered if submitted after this time.

Please Note: We reserve the right to close applications before this date.

If you feel called to this position but are still in the process of working towards the qualifications required for this role, please give us a call as we may have opportunities for you.

NOTTINGHAM DIOCESAN CATHOLIC YOUTH SERVICE

Programme Leader

RecruitmentPack\JobDescription&PersonSpecification

ROLE OVERVIEW

Role	Programme Leader
Salary	£26,000 - £31,000— includes comfortable live-in accommodation (suited to a single person) and meals on duty
Hours	40 hours per week, full-time. Flexible working required, including evenings and weekends
Contract	Two-year fixed term, initially
Start Date	May or Mid-August start dates available
Holiday	20 days plus bank holidays
Probation	6 months
Line Manager	Director

ABOUT THE ROLE

Nottingham Diocesan Catholic Youth Service (NDCYS) serves young people aged 11–18 across the Diocese of Nottingham and beyond. The Programme Leader is based at The Briars, our retreat centre in Crich, Derbyshire — a place with over 50 years of history and a clear sense of purpose.

This is an exciting opportunity for an emerging leader to develop both existing provision and new ways of enabling young people to encounter God, grow in discipleship, and participate in the mission of the Church — through residential and day retreats, outreach to schools and parishes, and online engagement.

This role comes with something rare: a genuine home. The Programme Leader lives on site at The Briars as part of an intentional Catholic community of 5–10 people — a household of young adults giving a year or more in service and mission. Life together is built around shared meals, daily prayer and the mission of The Briars, creating a rhythm that is both grounding and energising. For the right person, this is one of the most compelling aspects of the role: the chance to live and lead from within a community of faith, not just to visit it.

Faith Commitment

This role requires the successful candidate to be a practising Catholic, living faithfully in accordance with the teachings of the Church, committed to their own ongoing spiritual growth, and able to model Christian life for the young people and volunteers in their care.

MAIN FUNCTIONS

- Deliver holistic residential and day programmes supporting the personal, spiritual, social and educational development of young people aged 11–18.
- Support the growth of residential, day, school and parish outreach and mission programmes.
- Provide pastoral support to the volunteer team within the Catholic ethos of the centre.
- Promote and nurture the Catholic community at The Briars.
- Contribute to the development of the youth service as a whole.

DUTIES & RESPONSIBILITIES

Programme & Mission Team Leadership

- Support the Director in managing the volunteer mission team, ensuring every member feels valued, supported and clear in their role.
- Provide regular supervision and check-ins with mission team members; document notes and maintain open communication.
- Deliver team training and support the ongoing development of individual team members.
- Support the recruitment of mission team members.
- Reside on site and participate actively in the Catholic community, engaging daily in community life and prayer (some community commitment may fall outside normal working hours).
- Serve as the primary contact for a set of partner schools, building strong, sustained relationships that grow and strengthen our work with them.
- Support the promotion of retreats and NDCYS's wider work through assemblies, social media and other channels.
- Support the operations team to ensure the smooth day-to-day running of the centre.

Programme Delivery

- Lead up to four residential retreats per month, ensuring a safe, supportive, engaging and authentically Catholic environment.
- Plan, deliver, monitor, evaluate and develop residential and day retreats and outreach, empowering the mission team to exercise their own leadership.
- Participate fully in all aspects of the programme: activities, small groups, shared meals and hospitality.
- Lead sessions and activities that foster connection, spiritual growth and joy.
- Guide visiting staff to maximise their experience at The Briars through clear communication and active involvement.
- Act as first point of contact and be responsible for visiting groups throughout their retreat.
- Plan and co-ordinate outreach and mission weeks for schools and parishes, with Director support.
- Work towards becoming a Deputy Designated Safeguarding Officer (DSO); liaise with the DSO to implement and monitor safeguarding policy and good practice.
- Promote a safe environment in accordance with NDCYS health and safety policies.
- Communicate and collaborate effectively with colleagues, the Chaplain, and visiting staff and priests throughout programmes and outreach.
- Provide hospitality to own programme groups and other users; take on on-call responsibilities as appropriate.

Administration

- Work with the operations team to track and manage retreat documentation and data accurately.
- Maintain up-to-date, accessible records using appropriate IT and administrative skills.
- Attend and contribute to relevant meetings, including weekly programme and evaluation meetings.
- Support the running of The Briars shop as a funding stream of the centre.

KPIs & Performance

- Maintain a 90% + visitor booking retention rate.
- Achieve 95%+ staff satisfaction.

General

- Foster and embody the Catholic ethos of The Briars.
- Undertake training, development and professional supervision as required.
- Hold a full, valid UK driving licence (essential to the role).

SAFEGUARDING & GDPR

NDCYS recognises the personal dignity and rights of children and vulnerable adults and is committed to creating a safe environment for all. All staff and volunteers undertake to do everything in their power to prevent physical, sexual or emotional abuse. The interests of children and vulnerable adults are paramount.

The successful candidate will be required to adhere to NDCYS's Safeguarding and GDPR policy, sign the Code of Conduct as an appendix to their contract of employment, and conduct themselves in accordance with its provisions at all times.

All offers of employment are subject to satisfactory references. Appropriate screening checks, including an enhanced DBS check, will be required.

PERSON SPECIFICATION

Ref	Criteria	Essential	Desirable
A	TRAINING & QUALIFICATIONS		
A1	Educated to degree level in a relevant subject, or equivalent professional qualification	✓	
A2	Professional qualification in Youth Work or equivalent (or working towards)		✓
A3	Evidence of continuing professional development	✓	
B	EXPERIENCE		
B1	Significant and varied experience of working with young people		
B2	Substantial experience of residential work with young people	✓	
B3	Experience of youth ministry within the Church	✓	
B4	Experience of working with adult volunteers	✓	
B5	Experience of leading liturgy and prayer	✓	
B6	Experience of living and working in community	✓	
B7	Experience of working with young people in schools		✓
B8	Experience of organising events and/or project management		✓
C	PROFESSIONAL KNOWLEDGE & SKILLS		✓
C1	Ability to manage a varied and complex workload and meet deadlines		
C2	Full, valid UK driving licence	✓	
C3	Understanding of equality and diversity; able to challenge discriminatory behaviour	✓	
C4	Creativity and imagination in work with young people	✓	
C5	Ability to lead, inspire and develop staff and volunteers	✓	
C6	Strong interpersonal skills; able to communicate clearly both orally and in writing	✓	
C7	Able to build positive working relationships with volunteers, teachers, catechists and clergy	✓	

Ref	Criteria	Essential	Desirable
C8	Experience of working within a wider network and with diverse stakeholders		✓
D	PERSONAL ATTRIBUTES		
D1	Committed practising Catholic		
D2	Inspires trust among the community and stakeholders	✓	
D3	Builds and sustains quality relationships through effective communication	✓	
D4	Demonstrates personal and professional integrity; models the values and vision of NDCYS	✓	
D5	Able to prioritise, plan and organise self and others effectively	✓	
D6	Enthusiastic and able to enthuse others	✓	
D7	Promotes equality of opportunity and diversity	✓	
D8	Resilient and able to remain calm under pressure	✓	
D9	Self-aware; receptive to feedback and committed to ongoing development	✓	
E	SAFEGUARDING		
E1	Committed to fostering a strong safeguarding culture		
E2	Demonstrates and promotes effective staff and young person wellbeing at all times	✓	
E3	Appropriate professional development/experience to act as Deputy DSO when required	✓	
			✓



Phone Number
01773 852044



Email Address
recruitment@ndcys.com

Charity Number: 522334

