



## Programme Co-ordinator – Job Description

**Location:** Based in Stockport, delivering to parishes and schools throughout the Roman Catholic Diocese of Shrewsbury

**Hours of work:** 35 hours a week including evening and weekend working

**Reporting to:** Director of Youth Mission

**Salary** **Competitive depending on experience**

The Diocese of Shrewsbury Youth Mission Team (SYMT) engages with young people in schools and parishes across the Diocese. It comprises full-time employees and lay and clergy volunteers. The full-time employees are the stable members of the team led by a director.

SYMT is tasked by the Bishop to give witness in the parishes and schools of the Shrewsbury Diocese and to invite young people to youth retreats, formation days and events which the team will organise, facilitate and lead.

SYMT will be available to support the Diocesan preparation and follow-up programmes for young people following Confirmation and to support Diocesan gatherings of school students.

SYMT take an active role with the Diocesan youth pilgrimages to Lourdes; take a lead in developing engagement with national events, such as Flame and take a leading role in facilitating Diocesan engagement with World Youth Day.

SYMT will also seek to explore and develop new ways of evangelisation including developing and maintaining our digital presence through social networking sites, website, and other media resources to effectively communicate the Gospel and the Catholic faith to young people.

The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and vulnerable adults, as well as creating a safe environment for all. The successful candidate would be expected to commit to following the Diocesan policies on Safeguarding (as adopted from national policies)

as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook

## **Key Roles & Responsibilities**

The successful candidate will be a faithful practising Catholic, happily living their faith and willing to give positive witness to young people and to serve as a representative of the Bishop and Diocese of Shrewsbury. The successful candidate will:

- Support the Director in their work to ensure delivery of the strategy for Youth Mission;
- Plan lead and facilitate, as required, visits to the parishes and schools of the Diocese in order to offer the witness of the youth mission team in the context of Sunday Masses and parish events; school assemblies; classes and other educational activities including Diocesan gatherings of school students;
- Organise and deliver high quality Diocesan retreats, days of formation and celebration to which the team will seek to actively invite young people through their witness in parishes and schools;
- Be available to lead on support for Diocesan preparation and follow-up programmes for Confirmation candidates and diocesan gatherings of school students;
- Support the Director in the recruitment of young adult volunteers or in assisting parishes in recruiting such volunteers, providing training as required;
- Be available to support the Director for Diocesan youth pilgrimages as required, which will be a condition of employment, in particular the annual pilgrimage to Lourdes; to work with the Director in developing engagement with national youth events. SYMT will also take a leading role in organising and leading the diocesan groups taking part in World Youth Day;
- Work with the Director to explore and develop new ways of undertaking youth evangelisation including developing and maintaining our social networking sites and website as well as other media resources with the aim of more effectively communicating the Gospel and the Catholic faith.
- To be aware of the development of new initiatives for youth evangelisation in the wider Catholic Church;
- Actively co-operate with the Bishop in carrying out the mission of the Diocese for the evangelisation of the young including attending meetings and reporting to Diocesan bodies as required.
- Engage in training and development and spiritual formation as appropriate
- Ensure safeguarding practices are robust and are adhered to, reporting any concerns, disclosures or breaches to the relevant person without delay.
- Respond to telephone enquiries and general correspondence via standard mail, telephone, or email as required.
- Assist in the maintenance of general office filing systems, archiving and other routine clerical tasks as needed.

- Ensure compliance with Diocesan policies and procedures relating to safeguarding, health, safety, risk management, welfare and security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Undertake such other duties, commensurate with this post as may reasonably be required by the line manager.

**Competencies required:**

***Essential***

Commitment to give witness to your Catholic faith

Qualified and experienced in youth ministry and working with the young

Excellent verbal, interpersonal and written communications skills

Strong work ethic and a willingness to be flexible

Solid organisational skills and time management

Be able to work effectively within a team, within Diocesan structures and with Diocesan officers, and able to organise effectively the work of others such as volunteers

IT skills, including use of the internet and social media

Full clean UK Driving License and a willingness to travel around the Diocese.

***Desirable***

Formal qualification in either theology, catechesis, youth work, ministry or evangelisation

Knowledge of youth culture and workings of a Diocese

Design, marketing or media skills

Musical skills and ability to lead others in music ministry

People Management

***Personal Qualities***

A practising Catholic happily living their faith

A commitment to prayer and reliance on the grace of God

A sense of humour and willingness to work flexibly

Sense of initiative and generosity in persevering in a task

Creative and forward thinking

**Disclosure and Barring Checks:**

*In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Continued satisfactory completion of these checks will be a condition of employment. Please note that a conviction will not necessarily be a bar to obtaining employment.*

**Other information**

*As an employer the Diocese is committed to supporting positive action for disabled people. If you have any disabilities or health issues which would be relevant under the Disability Discrimination Act please do provide the details so that we can ensure that the Diocese is able to reasonably support you during the recruitment process.*

Applications to be sent to Pauline McCulloch [recruitment@dioceseofshrewsbury.org](mailto:recruitment@dioceseofshrewsbury.org)

Closing date: Wednesday 29 April 2026