

Diocese of Brentwood – Vicariate for Youth Ministry and Pastoral Care



Assistant Manager, Walsingham House at Abbotswick

Background to the role

Walsingham House at Abbotswick is a fully refurbished retreat house for young people and adults, set in the heart of Brentwood Diocese. We are in a beautiful, tranquil, rural location, five miles from Brentwood and with 14 acres of our own grounds. During school term time a team of volunteers aged 18-23 offer retreats to young people from schools and parishes within Brentwood Diocese, working with over seven thousand young people (aged 10-18) every year, both at the House and across the Diocese. In the late summer and early autumn, adult parish groups use the house. The House is heavily booked, all year; Mondays are a day for team formation and community time, and on every other day of the week in school term time there are bookings. Retreat leadership is shared between the management team.

The Walsingham House team live as a community, sharing prayer, meals and social time, and exist to evangelise; to help young people encounter Christ, to understand the Gospel more deeply, and to celebrate their Catholic faith. We do so recognising that young people arrive at the House from many different starting points, and often with many questions, doubts and struggles, as well as with great energy and joy. We hope to offer a warm welcome, a place of reflection, prayer, catechesis, kindness, challenge, and above all time to ever more deeply meet and know Christ as "brother, saviour and friend" (St John Paul II).

The Diocese of Brentwood is a lively and varied Diocese, including all of Essex, and five London Boroughs, with 19 secondary schools and a very diverse population. We work with young people from densely populated urban environments, and those who live in very rural settings, and this means there is a great variety within our retreats. Our Bishop is committed to Youth Ministry, and is very supportive of our work.

The £650,000 refurbishment of Walsingham House at Abbotswick was completed in January 2018; in a house which is 100 years old we now have modern en-suite rooms that accommodate three to eight young people in bunk beds, in addition to a large downstairs meeting room and small group rooms.

Walsingham House (formerly located at Chingford, then Canvey Island) has a thirty year history of providing retreat opportunities for young people. Retreat provision is an integral part of the mission of the Brentwood Catholic Youth Service (BCYS). Walsingham House sits within the Diocese of Brentwood's Vicariate for Youth Ministry and Pastoral Care, which also draws together work with School Chaplains, Parish Catechists and University Chaplains. The Vicariate also looks after the emerging Diocese of Brentwood Caritas, which – with a focus on supporting social justice ministry within the Diocese – offers pathways to young adults who are moving beyond the BCYS. The Vicariate Office is located at Walsingham House at Abbotswick, as the natural hub for our ministry.

There are two Assistant Managers at Walsingham House at Abbotswick. This vacancy has arisen because one of our Assistant Managers is leaving in the summer, after two years. In this time she has finished a degree in Pastoral Theology and Youth Ministry. Later this term a Diocesan Director of Youth Ministry will be appointed, and they will be the Line Manager for this role, working with the Walsingham House Manager, and the Episcopal Vicar for Youth Ministry and Pastoral Care.

The Vicariate enjoys an excellent relationship with agencies such as Cafod, HCPT and the Brentwood Catholic Children's Society. Current team members are studying for the Theology and Youth Ministry degree at Maryvale, and through the BCYS we are also closely associated with the work of CYMFed, the Catholic Youth Ministry Federation, supporting events such as Flame 2021.

If you are considering applying, you are warmly invited to visit the House during this half term (up to Friday 21st February 2020), as you discern your application. You will also find more information on the BCYS website (www.bcys.net), as well as on Instagram, Twitter and Facebook. Thank you for your interest in this role, and we look forward to meeting you.

Job Description

Job Title:	Assistant Manager of Walsingham House at Abbotswick
Vicariate:	Youth Ministry and Pastoral Care
Employer:	Diocese of Brentwood
Location:	Walsingham House at Abbotswick, with travel to retreat locations and BCYS events, as needed.
Responsible to:	Diocesan Director of Youth Ministry & Walsingham House Manager
Accountable to:	Episcopal Vicar for Youth Ministry and Pastoral Care.
Salary:	£16,926 + all meals and accommodation
Hours:	35 hours/week, including significant evening and weekend work
Contract:	Permanent
Start date:	Mid August 2020

Job Purpose

To assist the Walsingham House at Abbotswick Retreats, Facilities and Hospitality Co-ordinator in all aspects of the running of the retreat house.

Key tasks

- Leading retreats at Walsingham House at Abbotswick, and in schools and parishes.
In addition to ensuring the excellent delivery of the retreat programme this includes:
 - Contacting schools/parishes prior to retreat, to discuss their requirements/aims for the retreat.
 - Liaison with staff and catechists
 - Programme development, in conjunction with the Walsingham House staff
 - Responsibility for all aspects of Health and Safety and Safeguarding within the retreat, to ensure a safe environment for all.
 - Evaluation of retreats, including seeking feedback from the school/parish.
- Working with the Walsingham House Co-ordinator and the other Assistant Manager to ensure development of the Walsingham House volunteer team, including development through training in youth leadership at the start of the year, and through ongoing training and mentoring during the year, to help their journey of faith and witness to the young people who come on retreat.
- Participation in weekly planning meetings with the Walsingham House management team (WH Co-ordinator, WH Assistant Managers, Diocesan Director of Youth Ministry and Episcopal Vicar for Youth Ministry and Pastoral Care).
- Ongoing responsibility for Health and Safety, and Security, at Walsingham House at Abbotswick, as part of the management team.
- Taking an active part in the community life of Walsingham House, leading by example.
- Supporting the work of the BCYS through a presence at events, pilgrimages and monthly youth Masses.

Personal Skills and Qualities

A committed and practising Catholic	Essential
Knowledgeable about the Catholic faith, and able to effectively communicate it to young people aged 10-18.	Essential
Proven experience in full time parish, school or residential youth ministry.	Essential
A thorough understanding of youth ministry, and the challenges faced by young people today.	Essential
Excellent IT and presentation skills, including the ability to present to small and large groups of young people. This includes groups as small as 10-20, and as large as 200+	Essential
An understanding of what makes an effective retreat session, and the ability to creatively design and lead such sessions.	Essential
Excellent personal organisation and time management	Essential
The ability to work evenings and weekends, on a regular basis in school term time	Essential
A full, clean driving licence.	Essential
An understanding of basic Health and Safety, and Safeguarding (further training will be given to the successful candidate, since the role includes key responsibilities in these areas)	Essential
A recognised qualification in Theology or Youth Ministry (or the willingness to undertake such a qualification – funding is available to support further studies).	Desirable
Prior experience of living and working in community, and/or in a residential setting.	Desirable
Experience of leading a team	Desirable
Experience in delivering training to young adults	Desirable

- *There is a Genuine Occupational Requirement for this role to be filled by a practising Catholic.*
- *Any appointment is subject to references and an enhanced DBS.*
- ***Application is by CV and covering letter.*** *The covering letter will be used as part of the selection process and should clearly demonstrate, with examples, how your personal qualities, skills and experience match each of the requirements of the Job Description and person specification.*
- ***Please also provide the details of two referees*** (one of which should be a Catholic Priest). *The referees will be contacted after the closing date and prior to interview, for candidates that are shortlisted.*
- ***Please send the completed application to:*** Fr Dominic Howarth, Walsingham House at Abbotswick, Navestock Side, Near Brentwood, Essex CM14 5SH. *Applications can also be emailed to frdominic@dioceseofbrentwood.org. Prior to application, you are welcome to visit up to and including Friday 28th February 2020; please contact Fr Dominic if you would like to visit.*
- ***The interview process will include working alongside the staff and volunteer team leading elements of a two or three day residential retreat; the closing date for applications is midday on Monday 2nd March and we will then invite suitable applicants to an appropriate retreat on a mutually convenient date during March; we expect this to be either 13th-16th or 20th-23rd March.***