



**Role Description: Ministry of Parish Youth Work**  
**Leader (volunteer)**

**Nota Bene:**

- *The Parish Priest will appoint the Volunteer Parish Youth Worker Leader*
- *The role of the Volunteer Parish Youth Worker Leader is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with barred list.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *A Volunteer Parish Youth Worker Leader may not commence their ministry until the volunteer has completed the DBS process; training as a Volunteer Parish Youth Worker Leader has been attended; safeguarding training has been completed.*
- *All volunteer Parish Youth Worker Leaders must be over 18 years of age.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed.*

**Responsible to:** The Parish Priest.

**Aim:**

- To work with young people from secondary school age (Year 7) to 18 (year 13) through a blend and range of approaches supporting spiritual development activities and social education activities.
- To support the development and implementation of a cohesive youthwork strategy.
- To provide a safe space and environment for the youth of the parish

Purpose: Age Range is from Year 7 – (11 years of age to Year 13 - (18 years of age).

**Main Responsibilities:**

- (a) To work with the Parish Youth Leader and others to develop and implement the parish youth strategy and meetings and engagements.
- (b) To be a role model in faith and conduct.
- (c) To inspire and nurture the faith of the young people in our parish.
- (d) To encourage the youth of the parish to be active members of our community through participation in activities and ministries.
- (e) To promote the spiritual, social and fun aspects of Christian living.
- (f) To maintain appropriate boundaries at all times.
- (g) To always work with at least one other appointed person.
- (h) To contribute to the Parish Youth Work Team and lead planning and assessment meetings.
- (i) To enable young people to take up their rightful role in the Christian Community as ministers of change and growth within the Church and world.
- (j) To support liaison between the young people and the adult parish; to be a voice for their hopes and aspirations.
- (k) To provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.

- (l) To prepare the venue and to ensure the safety and wellbeing of the young people.
- (m) To provide the necessary books and equipment and resources (as agreed with the Parish Priest).
- (n) To work with and support the training of other group helpers as appropriate.
- (o) To work together with the Parish Youth Team to ensure that all Parish Youth work is conducted in accordance with the nationally (CSSA), Diocesan and Parish agreed Safeguarding Procedures.
- (p) To monitor good practice and implement changes where necessary to enhance both the quality of the sessions and the safety of attendants.
- (q) To promote and facilitate working with the Diocese youth initiatives and further afield if offered e.g. 'Flame'.
- (r) To meet with the parish priest regularly and discuss your ministry with him.
- (s) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the session.
- (t) To attend regular update Youth Worker Lead training.
- (u) To attend regular Safeguarding Training, as a 'trusted' adult within the Parish.
- (v) To attend regular Health and Safety training.
- (w) To work within the parameters of GDPR.
- (x) To always wear your parish ID when ministering and be prepared to show this when requested.

### **Person Specification:**

- (a) To be over the age of 18 years.
- (b) To have a strong and mature Catholic faith.
- (c) To be well organised and planned.
- (d) Have the ability to relate with respect and ease to young people and adults and to enjoy working with young people and adults; to have the ability to engage with young people from a variety of backgrounds.
- (e) To have a commitment to the essential teachings of the Roman Catholic Church, and the mission and ethos of the parish of St. Theresa of Lisieux, Stansted Mountfitchet.
- (f) To have a commitment to the physical, spiritual, emotional and moral wellbeing of all children and young people especially those you are working with.
- (g) To have a passion to see young people growing in their faith and bringing their lives closer to God.
- (h) To have experience in talking with young people and a willingness to attend activity and Liturgy Days.
- (i) To have a willingness to give time to the preparation of the sessions and the co-ordination of the group.
- (j) To be a good listener, with pastoral sensitivity and maintain confidentiality unless there is a safeguarding concern.
- (k) To be an effective and imaginative communicator.
- (l) To be willing to undertake training and attend appropriate in-service training from time to time.
- (m) To readily work collaboratively within the Parish and to be part of Diocesan Youth initiative and to encourage the young people to take part in Diocesan activities.
- (n) To meet regularly with the parish priest or other appointed person to discuss your ministry.
- (o) To understand and follow all safeguarding guidance training received.

### **Protection of Children and Adults at Risk:**

- (a) To familiarise themselves with National (CSSA), Diocesan and Parish Safeguarding Policies. (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (b) To immediately refer any concerns about a young person or adult to the Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish

Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral.

- (c) As a member and ‘trusted’ adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles both within the church and without.
- (d) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative and training led by the PSR.

### Safeguarding Do’s and Don’ts

*Protecting others and protecting yourself*

<b>Do</b>	<b>Do not</b>
Report all concerns about the safety or wellbeing of an individual to : <i>Initially -</i> ✓ The Parish Safeguarding Representative <i>If unavailable -</i> ✓ The Diocesan Safeguarding Co-ordinator ✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns. ✓ The Police (where there is an immediate risk of harm to an individual).	Offer confidentiality (you have a duty to report all concerns).
Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.	Promise total confidentiality. Explain that the information the person has given you will be treated with great care and shared with specific professionals who need to know.
Listen, reassure. Do not put words into the person’s mouth.	Pass judgement or make promises about what will happen next.
Be calm and reassuring.	Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Diocesan Safeguarding Co-ordinator.
Take into account the person’s age and level of understanding. Their culture and use of language.	Be alone with the person or move them to an isolated position.
Be clear about what you are going to do next and when	Work in isolation. The Diocesan Safeguarding Team are there to support you in handling concerns.
Tell the person you will need to contact i.e. the Safeguarding Representative or Safeguarding Co-ordinator. Contact them as soon as possible.	Do not contact the person about whom the allegation or concerns are being raised to tell them about the information. You could be putting a child or vulnerable adult in serious danger.
Make careful notes including dates and times of the incident/disclosure and keep them securely.	Compromise your own safety or integrity.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

## **Mandatory Training Requirements:**

**CSSA:** **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with barred list:** <https://training.catholicsafeguarding.org.uk/> This short training course is to be completed prior to appointment.

**Online Safety  
The Prevent Duty**

**Further training to be completed within three months of appointment:**

**Effective Safeguarding Practice (revised 2019) –  
Domestic Abuse: Children and Young People  
Child Exploitation**

**Parish Representative:** **Safeguarding as a Parish Youth Worker Leader  
Safeguarding as a ‘trusted adult,’  
Concerns and Disclosures  
General Safeguarding**

**Further suggested learning modules:**

**Understanding Anxiety  
Understanding Low Mood and Depression  
Understanding Self Harm  
Adverse Childhood Experiences  
Serious Youth Violence**

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

---

## **Helpful websites to support your role:**

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresastansted.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

**Self Audit:**

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	