



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

**Nota Bene:**

- *The Parish Priest will appoint the Volunteer Parish Youth Helper.*
- *The role of the Volunteer Parish Youth Helper 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 Helper may not commence their ministry until the volunteer has completed the DBS process; training as a Volunteer Parish Youth Helper has been attended; safeguarding training has been completed.*
- *All volunteer Parish Youth Helpers 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.

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

**Aim:**

- To work with young people from secondary school age, 11 (Year 7) to 18 (year 13) through a blend and range of approaches supporting spiritual development activities and social education activities within a fun and safe environment.
- To support the development and implementation of a cohesive youthwork strategy.
- To provide a safe space and environment for the youth of the parish

**Main Responsibilities:**

- (a) To work with the Parish Youth Leader and others to develop and implement the parish youth strategy.
- (b) To be a role model in the Catholic faith and personal 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 their participation in activities and ministries.
- (e) To promote the spiritual, social and fun aspects of Christian living.
- (f) To maintain appropriate boundaries and respect personal space at all times.
- (g) To always work with at least one other appointed person.
- (h) To contribute to the Parish Youth Work Team and attend 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 a connection 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 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 youth.
- (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 (or other appointed person) regularly and discuss your ministry with him.
- (s) To ensure that Safeguarding procedures are in place and adhered to.
- (t) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the session.
- (u) To always wear your parish ID when ministering and be prepared to show this.
- (v) To attend regular Youth Worker training.
- (w) To attend regular Safeguarding Training and Health and Safety training.
- (x) To work within the parameters of GDPR.

### **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) The ability to relate with respect and ease to young people and adults and to enjoy working with young people and adults.
- (e) To have the ability to engage with young people from a variety of backgrounds.
- (f) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the parish of St. Theresa of Lisieux.
- (g) To have a commitment to the physical, spiritual, and emotional well-being of all young people especially those you are working with.
- (h) To model good safeguarding practices at all times both within the church and without.
- (i) To have a passion to see young people grow in their faith.
- (j) To have experience in talking with young people and a willingness to attend activity and Liturgy Days.
- (k) To have a willingness to give time to the preparation of the sessions and the co-ordination of the group.
- (l) To have a commitment to the spiritual and moral development of the youth group.
- (m) To be a good listener, with pastoral sensitivity and maintain confidentiality unless there is a safeguarding concern.
- (n) To be an effective and imaginative communicator.
- (o) To be willing to undertake training and attend appropriate in-service training from time to time.
- (p) To be able to readily work collaboratively within the Parish and to be part of Diocesan Youth and to encourage the young people to take part in Diocesan activities.
- (q) To always wear your parish ID when ministering and be prepared to show this.
- (r) To understand and follow all safeguarding guidance and training received.
- (s) To be able to attend and complete regular updated safeguarding training
- (t) To be able to attend and complete updated training for a Volunteer Parish Youth Worker.
- (u) To work within the parameters of GDPR.

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

- (a) To familiarise themselves with National (CSSA), Diocesan and Parish Safeguarding Policies.
- (b) (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (c) To immediately refer any concerns about a young person or adult to the Safeguarding Representative in the Parish and/or to the Safeguarding Office. (and to the police on 999 if you think someone is in immediate danger of harm).

- (d) 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.
- (e) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

**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.
Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan 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 at the earliest opportunity.

**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.

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

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

**Parish Representative:**

**Safeguarding as a Parish Youth Worker  
Safeguarding as a 'trusted adult,'  
Concerns and Disclosures  
General Safeguarding**

**Further suggested learning modules:**

**Understanding Anxiety  
Understanding Low Mood and Depression  
Understanding Self Harm  
The Prevent Duty  
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.

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**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:	