



# Diocese of Lancaster Youth Service

Castlerigg Manor Manor Brow, Keswick CA12 4AR

## SENIOR PROGRAMME LEADER (SPL) (PERMANENT) - JOB DESCRIPTION

**Line Manager:** Director of Youth Services

**Salary:** £30,000 - £32,000 Package (made up of £20,000 - 22,000 paid salary plus accommodation in the form of a two bedroom flat, as well as meals, utilities, internet etc.). Accommodation is available year round. Starting salary is negotiable within the range, depending on qualifications and experience.

**Normal Place of Work:** Castlerigg Manor, with the requirement for outreach work around the diocese and occasionally beyond

**Working Pattern:** The job requires some evening and weekend work. Two days off a week (sometimes averaged over a few weeks) and twenty days annual leave are guaranteed however.

**Notes:**

-The holder of this post will be required to live on site

-The holder of this post must be a committed, practising Catholic, who professes and lives according to their faith. (This is a “genuine occupational requirement” under the Equality Act 2010)

Please apply using the online form // <http://castleriggmanor.com/join-the-team/>



### THE YOUTH SERVICE AND ITS LEADERS

The Youth Service of the Diocese of Lancaster has been operating since the early 1960s and has been based at Castlerigg Manor in Keswick since 1969. We exist to evangelise young people and young adults and to bring them in to a relationship with Jesus Christ.



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We operate a strategy of **Engagement, Deepening, and Mission** - meeting young people, providing meaningful experiences, inviting them to deepen their relationship with Christ and then providing opportunities for them to minister to others.

Everything we do is guided by our four values: **Discipleship, Love, Presence, and Excellence.**

The structure and history of the Youth Service is such that most of our work is delivered through residential retreats at Castlerigg, but we are 'getting out and about' more and more and developing our outreach work. We are involved in the Lourdes pilgrimages, and we regularly work in schools and parishes around the area.

The post of 'Senior Programme Leader' (SPL) is a fairly new one, and is building on the progress we have made in the last few years in reimagining how we approach ministry leadership. It is a post which will suit somebody seriously considering making ministry their career in the longer term, and with aspirations towards senior leadership.

The SPL will work as part of the Leadership Team, under the Director and will play a key role in the delivery of youth ministry, including planning programmes, supervising their preparation, and ensuring high quality delivery.

This will mostly involve retreat work at Castlerigg Manor, but will also include 'outreach' work in schools and parishes from time to time.

In addition, the SPL will have responsibility for leading junior programme leaders and will assist in some of the Director's overall responsibilities for the Youth Service.

At all times the post holder is required to work within the defined Mission, Vision & Strategy of the Youth Service and the teachings of the Church.



More specifically, the Senior Programme Leader will be expected:

[Please turn over for Job Description]



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### GENERAL RESPONSIBILITIES

- To assist the Director in overseeing the work of the Youth Service as a whole, deputising for the Director for short periods where necessary
- To line manage the Programme Leaders and the volunteers, as required
- To plan, prepare, deliver, and evaluate high quality youth ministry in line with the vision and strategy approved by the Youth Service Management Group and the Bishop
- To lead by example in living out the faith and the values of the Youth Service
- To liaise effectively with teachers, clergy and other stakeholders so as to ensure that ministry is tailored appropriately
- To follow the requirements of the safeguarding policies and procedures of the Diocese and to ensure that others follow said procedures
- To maintain a safe environment in accordance with Health & Safety and to follow Youth Service policies and procedures
- To undertake training and development opportunities as appropriate to the role
- To deliver training to the Programme Leaders and Volunteer Team as required
- To cover general management duties as required as a member of the leadership team
- To carry out any other reasonable duties within the overall function commensurate with the level of responsibility of the post

### RETREATS AT CASTLERIGG MANOR

- To lead residential retreats at Castlerigg Manor on rotation with the Programme Leaders
- To play a role in the development and innovation of the retreat programme by evaluating current provision and helping to develop new provision in line with current best practice
- To play a key role in liaising with schools and other retreat stakeholders by building relationships, evaluating needs, and identifying new ministry opportunities

### YOUTH AND YOUNG ADULT MINISTRY BEYOND CASTLERIGG

- To plan, prepare, and lead youth ministry input in schools and parishes around the diocese

[Please turn over for Person Specification]



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## SENIOR PROGRAMME LEADER - PERSON SPECIFICATION

We are looking for somebody who:

### [ESSENTIAL]

- is a committed, practising Catholic willing to live as a witness to Christ
- has a working knowledge of the key points of the Catholic faith and the ability to communicate that knowledge
- has at least a few years experience in a leadership role in Catholic (or wider Christian) youth ministry or equivalent leadership experience which will very easily and quickly translate
- is able to form and sustain appropriate, discipleship-based relationships with young people and other adults
- can manage a workload, and deliver to deadlines
- has good written and oral presentation skills
- has a commitment to ongoing professional development
- is competent with varied forms of Information Technology
- can work in line with safeguarding procedures, Health & Safety and other relevant legislation and good practice
- has a full UK driving license

### [DESIRABLE]

- has experience living in community
- has experience of working with parishes and/ or schools
- has particular skills in music and liturgy, graphic design, audio and visual production

**THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK**

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