

JOB DESCRIPTION

Job Information

Job Title: Faith Development Co-ordinator for Youth and Young Adult Ministries – North Side	Job Family: (to be filled by HR)
Job Level/Grade: (to be filled by HR)	Department: Mission & Ministry
Reports to: Director of Mission & Ministry	Job Type: Full time, three-year fixed term contract
Location: St Paul's Church. Arran Quay, Smithfield.	
Data Created/Reviewed: October 2026	

JOB PURPOSE:

The purpose of the role is:

- To develop an integrated approach to the development of youth and young adult ministries informed by the vision of Christus Vivit in the North Side of the Archdiocese.
- To develop a Youth Ministry Leadership programme based on new practices arising from Christus Vivit.
- To recruit and support new Youth Ministry Leaders in the North Side of the Archdiocese..

KEY RESPONSIBILITIES:

Core Purpose of the Role	• Animate and collaborate with others to support youth ministry initiatives • Build strong teams focused on developing local capacity • Support young people in their journey of faith
Youth Development & Training	• Encourage parishes to sponsor young people for youth ministry training • Collaborate with the Northside Youth Co-ordinator to deliver diocesan training • Support the development of youth ministry skills and leadership
Networking & Engagement	• Identify key locations ("bases") for engaging young people across the Archdiocese • Work closely with Area Vicars to support youth engagement • To liaise with movements such as Youth 2000, Net Ministries, Young Christian Workers, Jesus Youth and also ethnic chaplaincies and groups. • Engage with ethnic chaplaincies and diverse community groups
Leadership Support & Capacity Building	• Identify and connect existing Youth Leaders on the Northside • Build and maintain a strong support network for Youth Leaders • Establish and coordinate a dedicated support team for Youth Ministry Leaders in the North side.
Outreach & Communications	• Develop and expand outreach through social media and digital platforms • To develop outreach capacity through social media and online means
Events, Programmes & Experiences	• Organise pilgrimage experiences and train leadership teams • Coordinate an annual Youth Sunday liturgical celebration (Feast of Christ the King) in collaboration with the Southside Youth Coordinator • Support parish-level initiatives that engage young people
Social Action & Faith in Practice	• Enable and encourage youth involvement in social action initiatives • Promote faith-based action and community engagement
Programme Development & Partnerships	• Further develop the Laudato Si Award programme in collaboration with internal teams and partners (e.g. Trócaire) • Work cross-functionally with Mission and Ministry teams

The above outlines the main duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

SKILLS, QUALIFICATIONS & EXPERIENCE:

Education/ Professional Qualifications	<i>Required:</i> • Must have a Higher Diploma or Master's degree in relevant pastoral theology <i>Desirable:</i>
Experience	<i>Required:</i> • Experience of pastoral accompaniment of young people <i>Desirable:</i> • Minimum of two years of experience working in a Church setting • At least one year of pastoral training • Experience of training teams
Technical Skills	<i>Required:</i> • IT skills and able to use social media platforms • Full driver's licence <i>Desirable:</i> • Diploma or equivalent in Youth Ministry • Training in prayer skills and or spiritual accompaniment • Familiar with the vision of Christus Vivit and Synodal sharing • Familiar with the Building Hope process and the Archdiocesan Statement of Mission
Core Competencies/ Key Behaviour	<i>Required:</i> • Ability to communicate well with a range of people in a parish setting • Good organisational skills <i>Desirable:</i> • Excellent interpersonal and networking skills • Strong presentation and writing skills • Ability to lead groups and animate them • Good project management skills • Good knowledge of youth ministry resources

LEVEL OF RESPONSIBILITY:

Examples:

- **Individual Contributor:** This role has no direct people management responsibility. The individual is responsible for managing their own workload and contributing to team objectives.

WORKING CONDITIONS:

- Hybrid working arrangements, with occasional travel.
- Occasional evening or weekend work.

INITIATIVE & INDEPENDENCY:

Examples:

- **Managed (Not Closely Supervised):** Is guided by precedent and clearly defined policies, protocols, and procedures. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

KEY RELATIONSHIPS:

Internal

Moderator of the Curia
Director for Mission and Ministry
Mission and Ministry Team Members
Diocesan Safeguarding Staff
Diocesan Communications Staff
Diocesan Administration Staff
Safeguarding Co-Ordinator

External

Vicar Foranes and Parish Priests
Parish Pastoral Councils
Parish Pastoral Team Members
Parish Staff
Youth Ministry Leaders
Youth Ministry Volunteers
Deaneries

Job Holder Signature: _____

Date: _____