

JOB DESCRIPTION

Job Title: Youth Officer

Job Holder: Vacant

Job Location: Sandymount Building, RDS, Simonscourt Rd., Dublin 4

Reports to: Secretary General / General Manager

JOB PURPOSE:

The role of the IEC2012 Youth Officer is to support the development and implementation of a pastoral programme for young people which will prepare the ground for their active participation in the 50th International Eucharistic Congress and lay the foundations for their continued active engagement in the life and ministry of the Irish Church. An important element of the role will see the Youth Officer building on the legacy of the World Youth Day by inviting young people to participate in a journey of pastoral preparation for and to participate actively in the 50th International Eucharistic Congress. The Youth Officer will work within the Pastoral Development Office of IEC2012. The Youth Officer will work closely with existing diocesan youth services and will seek to encourage and support them in developing a deeper understanding of the Eucharist and presenting a spirituality of communion as part of their ordinary programme.

The Youth Officer will report to the Secretary General in respect of the pastoral elements of the role and to the General Manager in respect of the project management and logistical aspects of the role.

PRINCIPAL ACCOUNTABILITIES

Pastoral Ministry

Assist the Senior Pastoral Development Officer in the on-going development of the Pastoral Programme for IEC2012

Adapt the pastoral programme of IEC2012 for delivery specifically to young adults – to be completed by mid-September 2011

Plan the strategy for delivery of the adapted programme to young people – to be carried out between September 2011 and June 2012

Establish and maintain contact with diocesan delegates in each diocese with a view to providing support nationally for the promotion of the Congress pastoral programme to young people.

Coordinate the work of the panel of diocesan youth delegates for IEC2012, appointed by diocesan bishops.

Support and document the work of the Schools Sub-Committee of IEC 2012 in the on-going development of resources for use in the classroom during the academic year 2011-2012

Work with the Senior Pastoral Development Officer and the Volunteer Services Manager to plan and deliver pastoral and volunteer formation in each diocese in advance of the participation of the diocese in the Eucharistic Congress Bell Pilgrimage.

Attend meetings of the National Eucharistic Committee as required.

Support, both in advance of and during the week of the Congress, the work of the person appointed to project manage the Congress Youth Space

The above contains the main outline of duties. However it is inevitable that tasks may arise which do not fall within the remit of the above list of main duties. Employees 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 an employee's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS:

Knowledge (Education & Related Experience):

- A degree in theology or religious studies or, alternatively, a degree in another relevant area, together with a post-graduate diploma in theology or religious studies

- Previous experience as a catechist or in a similar role is required
- Extensive experience of youth ministry
- An demonstrable understanding of and commitment to the pastoral vision of the Eucharistic Congress
- A high standard of written & spoken English is essential

Skills:

- Excellent organisational skills
- Excellent verbal and written communication skills
- IT literacy – MS Word, Excel, PowerPoint,
- Familiarity with Pod-casting and other modern means of communication would be an advantage
- A strong ability to multi task
- Full clean driving license (own transport an advantage)

Key Behaviours:

- Capacity to assess, balance and respond effectively to the concerns of multiple stake-holders
- Capacity to remain calm under pressure
- A proven track record of leadership with a capacity to inspire and motivate others
- Ability to work as part of a team and on own initiative
- Commitment to best practice in safeguarding and child-protection
- This is a representational role and a high standard of self-presentation is expected

KEY RELATIONSHIPS

Internal

Secretary General of IEC2012
 General Manager of IEC2012
 Directors of Diocesan Youth Services
 Chairpersons of IEC2012 Committees
 (especially Pastoral and Liturgical)
 Staff of IEC2012

External

Young People
 Diocesan Delegates
 Diocesan Youth Delegates
 RDS Staff
 Diocesan Bishops
 Volunteers