



CATHOLIC YOUTH MINISTRY FEDERATION  
OF ENGLAND AND WALES

# WE'RE HIRING!

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## Strategic Project Director

**35HRS PER WEEK**  
**SALARY £38,000**

This role will involve the co-ordination, management and leadership of national projects and events. You will be the key contact for around 55 member organisations who engage with young people across England and Wales.

To apply contact: [admin@cymfed.org.uk](mailto:admin@cymfed.org.uk)  
Deadline: 12 Noon on 23rd September 2022



# JOB DESCRIPTION

## GENERAL

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### STRATEGY

CYMFed's vision and activity is driven by a 3-year strategic plan. As a federation, CYMFed is accountable to its members. The strategic plan outlines CYMFed's aims and objectives, providing evidence to CYMFed members of CYMFed's priorities and vision for youth ministry.

- In liaison with the CYMFed Board, to lead the development, implementation and monitoring of CYMFed's 3-year strategic plan
- To establish, develop, support and where necessary, take a lead on working groups based on current needs.
- To ascertain the need for and facilitate research pertinent to youth ministry and emerging needs.

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### GOVERNANCE

As a Charitable Company by Guarantee and an organisation of the Catholic Church, good governance practice and stewardship is essential.

- Delivery and monitoring of action points, from Board / Members Meetings, where necessary.
- To arrange induction for and registration of new Trustees at Charity Commission and Companies House.
- In liaison with the board Monitoring of governance practice to ensure that CYMFed is compliant to Charity and Company law.
- In liaison with the Treasurer, to arrange the auditing of the annual accounts and submission with Charity Commission and Companies House.
- Arranging CPD for the CYMFed Board.
- To create and implement appropriate policy, in liaison with the CYMFed Board.
- To produce a Scheme of Governance and implement related processes in liaison with the board.
- To arrange annual insurance with the appropriate level of cover.

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### FINANCE

- To work with the CYMFed Board and Treasurer in setting and monitoring of the annual budget
- To raise invoices and monitor payments
- To explore and apply for external funding and grants to support and develop the growth of CYMFed.

## JOB DESCRIPTION

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### GENERAL AND ADMINISTRATION

CYMFed is made up of around 55 member organisations. Supporting and responding to these key stakeholders in a timely, polite and helpful manner is essential in maintaining and developing meaningful relationships. Such a multi-faceted organisation requires organised and effective administration skills. Administration includes and is not limited to:

- To be the first point of contact for day-to-day inquiries with members and people and organisations external to CYMFed
- Members' meeting administration including setting (with the Chair) and dissemination of agenda and supporting documents.
- To take a lead at members' meetings
- Delivery and monitoring of action points, where necessary.
- To support and update website and other Social Media platforms.

### PROJECTS

### FAITH IN ACTION AWARD

The CYMFed Faith in Action Award was launched in 2016, to recognise, reward and celebrate the active faith and service of young people. Since it was launched, over 4000 young people have received an award. In December 2018, CYMFed launched a purpose-built website, [www.faithinactionaward.co.uk](http://www.faithinactionaward.co.uk), to support the growth of the award. The Faith in Action Award is now at its next stage in development with new branding, creation of new and fresh resources and a promotional video for the award.

- Development and support of the Award
- Maintain the purpose-built website and support its development
- To co-ordinate the badge and certificate ordering and distribution process.
- Working with the FIAA steering group, to create fresh and engaging resources to support the delivery of the Award.
- Arrange and provide annual training for Awarding Authorities. Support local training for participating organisations, if appropriate.
- Develop relationships with external organisations e.g. Missio and CAFOD, to collaborate on the production of supporting resources for the Award.

### CYMFED FLAME CONGRESS

- Provide the administration for Flame, including any correspondence and payments.
- To co-ordinate the online booking system and distribution of Flame passes.
- Maintain the Flame website, including the online booking system.
- To support the booking of and artist liaison.
- Support the Planning Team through administration, minute-taking and advice.
- Contribute to the development of the creative elements of Flame, including the theme, promotion, social media and programme for the day.
- In liaison with CYMFed Board and Flame Core Group, produce and monitor the Flame budget.

## JOB DESCRIPTION

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### YOUTH SUNDAY

- To lead the annual National Youth Sunday campaign
  - Chairing meetings of the NYS Working Group
  - Supporting and contributing to the development of resources
  - To promote NYS through social media, correspondence and press releases
  - To maintain the National Youth Sunday website.
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### WORLD YOUTH DAY

- To support the England and Wales delegate and point of contact with Dicastery for Laity, Family and Life, Local Organising Committee, CBCEW and international colleagues.
  - Support a working group of CYMFed members
  - To disseminate information and arrangements to England and Wales pilgrims on behalf of DLFL.
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### TRAINING AND FORMATION EVENTS

- Create and organise training and formation events for CYMFed members including overnight and overseas gatherings and large-scale gatherings such as the National Leaders' Congress.
  - Development and implementation of a training and formation programme for CYMFed members.
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### COMMUNICATIONS

- To maintain and update the CYMFed website (in addition to Faith in Action Award and National Youth Sunday websites).
- To prepare and arrange press releases, when necessary.
- To design and prepare e-newsletters for CYMFed members and youth ministers
- To create and resource creative and engaging graphic designs for publications and social media
- To maintain CYMFed's social media accounts (Facebook, Twitter, Instagram, YouTube and Vimeo).

## JOB DESCRIPTION

# PERSONAL SPECIFICATION

THE POST HOLDER WILL BE REQUIRED TO SHOW  
COMPETENCY AND ABILITY IN THE FOLLOWING AREAS:

## ESSENTIAL

- A committed and practising Catholic.
- An understanding and knowledge of Catholic Youth Ministry in England and Wales
- Excellent presentation skills
- An approachable, flexible attitude
- Self-motivated and able to work alone when required
- Excellent interpersonal skills
- Creative thinker with social media skills
- High degree of IT/computing skills
- Proven planning and delivery of work projects
- Clear understanding and practical application of policies pertinent to the area of Youth Ministry e.g. safeguarding, health and safety.
- Effective written and verbal communications skills
- Experience in delivering training

## DESIRABLE

- Leadership/management experience in the Catholic youth ministry setting
- Proven track record in achievements / youth ministry activities and projects
- Knowledge and experience in fundraising and grant applications
- Knowledge and experience of events delivery
- Website maintenance with training opportunities available
- Willing to travel and work evening and weekends as required by the role
- Broad experience in working with young people or equivalent group work.

## QUALIFICATIONS

- GCSE English and Maths
- Relevant Youth Ministry Qualification / PGCE / or 3 years' experience delivering youth projects

## Terms and Conditions

**35hrs per week**

**Holiday not to be taken during Flame or World Youth Day or to coincide with Youth Sunday.**

**Salary: £38,000**

**Line Manager: Chair of Board**

**APPLY BY SENDING CV TO : ADMIN@CYMFED.ORG.UK**

**CLOSING DATE: 12 NOON ON 23RD SEPTEMBER 2022**