

# Myddelton Grange

The Catholic Youth Retreat Centre for the Diocese of Leeds

## GAP YEAR - SUPPORT WORKER JOB DESCRIPTION

**Title of Post:** Support Worker/Retreat Assistant

**Responsible to:** The Deputy Director

The Support Worker/Retreat Assistant will be a committed Catholic, who is comfortable and at ease sharing their faith with young people during their gap year.

The post is a fixed term beginning in September 2010 and continuing to July 2011

Conditions of service as set out in the contract.

### MAIN DUTIES

The support worker will:

- be committed to deepening their own spiritual life and participating fully as a member of the Myddelton Grange Team in the planning and delivery of residential and day retreats for schools, young adult groups and confirmation groups. All retreats are led by an experienced member of the team;
- help organise, maintain and expand the youth resource materials;
- assist in the domestic arrangements for retreats;
- be available for occasional weekend cover;
- participate fully as a member of the community living at Myddelton Grange by contributing to the daily tasks associated with communal living;
- attend and participate in meetings called by the Director and the Deputy Director;
- uphold all diocesan policies relevant to the provision of retreats for young people at Myddelton Grange;
- be subject to monitoring of how these policies are carried out;
- support the ethos, aspirations and promotion of Myddelton Grange;
- fulfil all contractual obligations placed on them;
- fulfil any other duties as requested by the Director or Deputy Director.

An allowance of £300 per month is offered together with living accommodation and full board.