



Carmelite Priory of St John of the Cross

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-  <https://www.carmelite.uk.net/> [Main]
<https://encounter.uk.net/> [Young Adults]

Provincial Young Adult Coordinator (Part-time – 24 hours)

We are friars who dedicate our lives to prayer and the ministry of spiritual formation and guidance. We run a retreat centre at Boars Hill which is on the outskirts of Oxford since the house was purchased in 1961. We also have a priory and parish church in Kensington, London.

The core of Carmelite spirituality is a journey of the heart. The Carmelite way of life is a prophetic vocation of living in the presence of God and a life of union and then going forth and bearing witness to Him in the life of apostolic activity. We know the treasure of a life focused on God and want to help others get to that place.

Overall purpose of the job

We are seeking a creative, digitally skilled, and adaptable individual who is proactive and creative. You will assist and help run the Young Adult Ministry Programme with the Discalced Carmelite friars.

You will help design and organise programmes. Organise events, retreats, and pilgrimages as well as design flyers, maintain the WordPress website and other exciting opportunities.

Please note, a lot of the below can be learnt on the job. It is important to have a willingness to learn and be comfortable with self-management. Please be honest in your application on areas that you think seem a little more intimidating in the below job description. We would be very happy to help you grow in these areas. All glory to God.

Necessary skills and attributes

1. Comfortable on Microsoft Office.
2. Proactive & willingness to learn.
3. Good ability to research. Areas can include research into Carmelite Spirituality, into countries, cities, travel agencies, how to promote, etc.
4. Organised and self-motivated
5. Social Media literate
6. Creative
7. Professional manner in emails (where needed).
8. Can give presentations, manage retreat group, etc. Are retreats are often small but it is essential that you are comfortable speaking to the group
9. A year or two working experience may be necessary for this role as it can be quite demanding.
10. Software that will likely be used frequently include Gmail, Wordpress, Canva, Social Media platforms, Monday.com.
11. Software that may also be used include Sage, Video editing software. (Different software may arise as your job progresses or if you have your own particular preference).
12. Bachelor's degree preferrable (but not essential) in relevant area. Please still feel free to apply if you do not have a degree however this role can be quite demanding so please be ready explain your experience and how you feel ready for this role.

Provincial Young Adult Coordinator (24 hours)

1. help with establishing and coordinating the Carmelite Encounter Programme for Young Adults, and any other type of programme associated with it.
2. create and maintain relationships with young adults, groups, and parishes around the country and online. Build and maintain contact lists for this purpose.
3. liaise with the Young Adults Ministry team and Marketing Team on the progress of the project, agree targets, and evaluate the work to enable growth and development
4. identify and propose priorities to focus on and the work to be done in short, medium and long term from the Encounter programme strategic plan
5. create social media posts and post them regularly in order to promote events and build online community
6. Utilise own community and share priority information on your own feeds
7. Organise events, weekends, prayer groups as suggested by the friars including:
 - a. Research into topic/ event (if part of a larger event)
 - b. Plan itinerary & research
 - c. Contact & book speakers (where required)
 - d. Coordinate with Retreat centre administrator if the event is at Boars Hill for booking chef, etc
 - e. Contact & book accommodation (where required)
 - f. Contact & book travel (where required)
8. Produce a budget for retreats/ events that organising. This will be requested by the Prior and will be supported by him.
9. Maintain WordPress website – (we can also teach you this skill!)
10. Be proactive in adding to the WordPress website for increased user experience as inspired.
11. Source, supervise, and train Carmelite Encounter Programmes volunteer team (if and when needed)
12. Oxford Living Flame Group (bi-weekly):
 - a. Decide programme
 - b. Attend meetings
 - c. Find speakers (this is normally the Carmelite friars)
 - d. Communicate and build community with the group
 - e. Promote to all local parishes and on social media

Benefits and other key information.

- The option to develop your own spiritual life including being able to attend courses and programmes on a discounted or for free. Can also partake in the Divine Office & daily Mass with the friars.
- Paid 'Business trips' including the possibility of attending WYD in Lisbon in 2023. You would also be expected (expenses covered) to attend pilgrimages and retreats that you organise. Please let us know if anything arises that may hinder this.
- This role has its own office and kitchen in the Priory (if based in Oxford). It also has its own place of work and kitchen (if based in Kensington).
- Invites to all priory community social gatherings including the major feasts: Our Lady of Mount Carmel (16th July), St Teresa of Avila (15th October) & St John of the Cross (Boars Hill Priory's name) (14th December), etc.
- This role is for 24 hours per week. This may be negotiable.

Terms and Conditions

Reporting line:	Director of the Carmelite Encounter programme
Remuneration:	Competitive depending on skills and experience.
Hours:	24 hours a week with occasional evening, weekend (and even a week for pilgrimages!) Hybrid working.
Contract:	Permanent contract.
Location:	Boars Hill, Oxford or Kensington, London. Please note, you will need to attend the Oxford Living Flame Group which is every other Monday. This can be by train, bus or driving. The London Living Flame Group has now organised its own committee and you do not need to attend weekly (unless you want to!)

To apply:

Send your CV along with a covering letter demonstrating your fit for the position based on your experience, accomplishments and skills.

Include the names and contact details of two referees one of whom should be your latest employer or education tutor. References will not be taken up without your permission.

Please email your application marked "Provincial Young Adult Coordinator" to kate.preston@carmelite.org.uk and encounter@carmelite.org.uk

Closing date: midnight 16th February 2023.

Please note we will close this vacancy earlier should we receive enough suitable applications. For more information about the Carmelite Priory, please visit <https://www.carmelite.uk.net/>

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