

ST BEDE'S PASTORAL CENTRE
PERSON SPECIFICATION and JOB DESCRIPTION

JOB TITLE: **IGNATIAN SPIRITUALITY LEAD**

LOCATION: **St. Bede's Pastoral Centre, 21 Blossom Street, York**

SALARY: **In range of £38,000 - £40,000 per annum FTE, subject to experience and pro-rata for part-time hours.**

HOURS: **Hours negotiable, but a minimum of 2 days a week would be required. To be worked flexibly, typically Monday to Friday with some evenings and Saturdays.**

	REQUIREMENTS
EDUCATION & TRAINING	<p>Essential:</p> <p>Education - minimum to degree level or equivalent.</p> <p>Made the full Ignatian Spiritual Exercises</p> <p>Completed a recognised training in Ignatian spiritual accompaniment</p> <p>Trained in group work/facilitation skills</p> <p>Trained to give the full Exercises including 19th Annotation</p> <p>Trained in Safeguarding (at least to C2)</p> <p>Desired:</p> <p>Trained in Ignatian 1:1 and group supervision</p> <p>Bringing an area of personal specialism/interest e.g. spirituality and creativity/the arts/body and embodiment/ecology and nature...</p>
EXPERIENCE	<p>Essential:</p> <p>Experience managing a spirituality team</p> <p>Experience in pastoral leadership</p> <p>Experience in training and delivering Ignatian courses in spiritual conversation and accompaniment and other Ignatian-based workshops</p> <p>Experienced in Ignatian accompaniment and in the giving of retreats (RDLs, IGRs and 19th Annotation)</p> <p>Experience of giving 1:1 and group supervision</p> <p>Experience of mentoring and training other practitioners in Ignatian accompaniment</p> <p>Experience of designing and delivering courses in person and online</p> <p>Wide experience in group work and facilitation</p> <p>Facilitating groups and reflective group work in an ecumenical setting</p>

	<p>Teaching on prayer, ways of praying and Ignatian spirituality and discernment</p> <p>Experience of working as part of an Ignatian based training team (i.e. familiar with an Ignatian pedagogy)</p> <p>Experience of working within a team and managing staff, including appraisal and staff development</p> <p>Desired:</p> <p>Experience in mentoring those beginning to give the full Spiritual Exercises</p> <p>Experience delivering training online</p>
SKILLS & ATTRIBUTES	<p>Excellent interpersonal skills</p> <p>Able to foster creativity in a team, to inspire and motivate others, and to delegate and collaborate with them</p> <p>Good understanding of the spiritual exercises and the ability to adapt them creatively and relate them to contemporary circumstances</p> <p>Comfortable working ecumenically and in a range of settings</p> <p>Ability to communicate clearly and accessibly</p> <p>Capacity to facilitate and work safely and creatively with groups</p> <p>Capacity to support and oversee those leading and mentoring training teams</p> <p>Good organisational and time-management skills</p> <p>Proficient in the use of IT, Microsoft Office and confident working in an online context using Zoom (or equivalents)</p>
VALUES & ATTITUDES	<p>Awareness of and commitment to the ethos of the Centre and the Congregation of Jesus Charitable Trust</p> <p>Commitment to team working and engaging with the wider UK Ignatian network and community</p> <p>Commitment to ongoing personal growth and formation</p> <p>Adherence to St. Bede's Code of Practice for work in Ignatian accompaniment and retreat giving</p>
OTHER RELEVANT FACTORS	<p>Reliable, trustworthy, punctual</p> <p>Adaptable and able to work flexibly</p> <p>Ability to maintain confidentiality at all times</p> <p>Aware of relevant good practice requirements and protocols including safeguarding of adults at risk</p>

The following job description will be reviewed on a yearly basis as part of the annual Performance Appraisal Meeting.

St. Bede's Pastoral Centre
IGNATIAN SPIRITUALITY LEAD
JOB DESCRIPTION

Reporting to the Centre Director

SUMMARY OF RESPONSIBILITIES

- 1) Strategic Planning of the Centre's Training and Spirituality Programme**
 - 2) Delivery of Training and Programme Content**
 - 3) Team Building and Line Management**
 - 4) Networking, Liaison and Pastoral Support**
 - 5) General Duties**
 - 6) Personal Development**
-

1) Strategic Planning of the Centre's Training and Spirituality Programme

- Liaising with both the Centre Director and Centre Manager to ensure the focus of the Centre's spirituality programme:
 - is alert to and meeting contemporary need
 - maintains an ecumenical approach
 - is rooted in the spirituality of Ignatius and Mary Ward
- Oversee effective long-term planning and delivery of Ignatian courses and training (including anticipating need for, identifying and mentoring of new tutors, retreat givers and supervisors)
- Contribute to the preparation of the Centre's annual Programme with respect to spirituality content

2) Delivery of Training and Programme Content

- Seek opportunities to make sure the Centre's spirituality training remains fresh, creative and meets contemporary need
- Act as lead for the planning and delivery of spiritual accompaniment training (including its creative development to ensure it remains contemporary, engaged with current world issues, and accessible across denominations and generations)
- Contribute to the session delivery on the Personal and Spiritual Development and Spiritual Conversation courses as required
- Contribute to the development and delivery of other non-Ignatian programme items as appropriate and capacity allows (short courses/workshops etc.)

- Offer one-to-one accompaniment and supervision to a maximum of 15% of weekly hours as capacity allows

3) Line Management and Team Building

- Line-manage the Lead Trainer and Spirituality Worker
- Work with the Lead Trainer in developing capacity to deliver Ignatian training, courses and retreats, including:
 - mentoring and support of less experienced spirituality team members and tutors
 - developing a mentoring programme for bringing on those with a charism for offering the Spiritual Exercises (19th Annotation) and retreat work (retreats in daily life, individually guided retreats)
 - building up the newly created York Ignatian Spirituality Network (YISAN) of Ignatian accompaniers and supervisors, including ongoing development of network members
- Support the Centre Director and Centre Manager in cultivating a positive and forward-thinking team vision and inclusive working culture

4) Networking, Liaison and Pastoral Support

Working collaboratively with the Centre Director and Centre Manager:

- Take the lead in ensuring St Bede's is an active member of the wider Ignatian network in Britain and Ireland:
 - seek opportunities for collaboration with other Ignatian centres where appropriate
 - participate in Ignatian conferences, nationwide training and ongoing development
- Contribute to networking with other pastoral/spirituality centres in the UK and wider
- Contribute to maintaining ecumenical links with local diocesan and parish contacts
- Contribute to messaging on the website and other social media channels with respect to spirituality content

5) Personal Development

- Engage in ongoing training and formation as appropriate
- Make an annual 8 day individually guided retreat
- Be in receipt of personal spiritual accompaniment
- Undertake regular supervision for retreat work and accompaniment of others

These particulars may be reviewed and amended at any time, after consultation with the post-holder, according to the needs of the work of the Congregation of Jesus Charitable Trust.