



Welcome Letter from the National Director

On behalf of the Board of Trustees and the staff team I would like to thank you for your interest in the Development Coordinator role with Youth 2000. This is a really exciting time to join the mission of Youth 2000 as we seek to grow the ministry and continue to build a sustainable future for the charity.

Youth 2000 exists to evangelise the nations. We do this by inviting young people to encounter Jesus present in the eucharist through the intercession of Our Lady. Over the past 30 years we have hosted countless retreats and festivals all over the UK, reached thousands of young people and contributed to the vocations of hundreds of Catholics to married life, religious life or the priesthood.

In 2020 we celebrated our 30th Anniversary. This exciting milestone coincided with the global pandemic and an inability to organise retreats and festivals. Nevertheless, this was an important year for us as we expanded our mission online and launched our 30th Birthday fundraising campaign. The past couple of years have provided us with the space to stabilise our foundations and we are excited to now be entering a time of growth.

We are looking for a dynamic, dedicated and engaging professional to join our staff team and drive our development campaign. As we emerge out of the pandemic we have exciting plans and are looking for the right person to help with this. We have ambitious plans which we believe are a vital part of God's plan to rebuild the Catholic Church and revitalise its mission to our nation.

Help us to expand Youth 2000's reach and share our mission with the thousands of young people across the UK who so desperately need to hear the Church's message of hope.

We look forward to hearing from you.

Annabel Ward
National Director, Youth 2000



Background Information

Who are we?

Youth 2000 is an international spiritual initiative established to draw young people to a deep and lasting union with Jesus Christ, placing the Eucharist “the source and summit of the Christian life” at the centre of its mission.

It was founded in 1990, by a young English man named Ernest Williams who was inspired by John Paul II when he appealed to young people to build “a civilisation of love” during World Youth Day in 1989 at Santiago de Compostela.

The centre of Youth 2000’s mission is a retreat experience which seeks to initiate and deepen young people’s love for Jesus through devotion to the Eucharist (through Mass and Adoration) and encourages a devotion to Mary, especially through the Rosary. Young people are also introduced to the life transforming love and power of the Holy Spirit and the heart of their loving Father. As well as encouraging young people to benefit from the Sacrament of Reconciliation, Youth 2000 also inspires individuals to develop their love and knowledge of the Scriptures and the teachings of the Church.

What is also central to ministry of Youth 2000 is that its events are “run by young people for young people” and this method of peer to peer ministry, where young people bear witness to and serve their own age group, both in word and action, lies at the heart of its success. There is also the opportunity to hear vibrant talks, testimonies and make friends in a relaxed atmosphere where social and fun times are an integral part of every event.

The success of this model of ministry is manifest when we consider the international as well as the national picture. Not only has Youth 2000 been established in the USA, Germany, Ireland and France but it has also hosted events in over 40 countries across the world and with a strong presence at World Youth Days.

Our vision is that

Through the power of the Holy Spirit, Youth 2000 seeks to raise up a new generation of saints to evangelise the nations.

Our mission is for every young person

To be: connected to friends, committed to Christ and His Church, commissioned for the mission, and set on fire with the Holy Spirit

What we hope to see

Young people set on fire with the Holy Spirit, devoted to the Eucharist and Mary, who invite their generation into relationship with Jesus Christ, rebuild the Church, and transform society into a civilisation of love



Youth 2000 Development Coordinator

Reports To:

The Youth 2000 Development Coordinator will report to the Youth 2000 National Director and will have regular day-to-day contact with the Youth 2000 staff, contractor and volunteer team.

Role Overview:

Youth 2000 relies upon the prayers, goodwill and voluntary help of our many and diverse stakeholders to deliver our mission. These stakeholders include young people, older lay people, priests, religious and bishops as well as the very generous support of our financial donors. Our aim is to invite our wider network of stakeholders more closely into the Youth 2000 family and this role will lead the implementation of the development strategy which will include prayer, community building and fundraising to achieve this aim under the direction and in close conjunction with the National Director. The responsibilities of the role will include the coordination of intercessory prayer support, community building, donor and stakeholder engagement and retention, fundraising events, donor database management and Gift Aid processing as well as ensuring excellent communication between Youth 2000 and our stakeholders.

This role will also provide a wide variety of typical administrative support to the busy and growing team consisting of the National Director, Head of Operations, and Communications Coordinator, as well as Youth 2000 Contractors and volunteers.

The Development Coordinator will also be required to assist the Head of Operations in the organisation of Retreats, Festivals and Mission Team events and in particular communicate with the attendees about the culture of generosity and fundraising which we are seeking to embed.

Duties

Development

- To assist the National Director in the task of developing and implementing the Youth 2000 development strategy for 2022
- To work closely with the National Director and the Head of Operations to carry out prayer, community building and fundraising campaigns and events, including Youth 2000 National Fundraising day; Evangelisation Ball and Christmas campaigns
- To mobilise, recruit and support Mission Team members and other volunteers in fundraising campaigns and to assist in community building events
- To identify potential grant making trusts and assist with the application for these grants
- To enhance relationships between Youth 2000 donors and the organisation, including thanking supporters in a timely and courteous manner



- To lead on regular communication between Youth 2000 and donors, such as quarterly newsletter, video updates and seasonal cards and to ensure excellent communication and relationships with all our stakeholders
- To process any one-off and regular donations from sources other than Churchsuite, to submit the monthly Gift Aid applications
- To handle sensitive data including beneficiaries' (service users) data and use analytics to interrogate results and optimise for future campaigns and activities.

Administration

- To ensure the database is kept accurate and up-to-date by recording and changes including changes to financial information
- To assist in the input, collation and reporting of financial information, including fundraising reports, invoice and payment management and bank reconciliations.
- To count cash donations and cash income relating to Youth 2000 events and festivals.
- To lead the mobilisation, training and support of volunteers, and encourage them in fundraising efforts.
- To assist in the preparation and execution of Youth 2000 Retreats, Festivals and Mission Team events.

Requirements

Qualifications and experience (essential)

- A good understanding of an empathy for the charism, work, vision & mission of Y2K
- Proven experience of operating within an office environment
- Good IT literacy, including working knowledge of Microsoft Office (Word, Excel and Outlook)
- Experience with Database management (especially Churchsuite and Mailchimp)
- Good organisational and time management skills

Qualifications and experience (desirable)

- Relevant experience in fundraising, communications and donor management
- Graduate qualification
- Full UK driving licence
- A good knowledge and understanding of the Church's teachings, especially related to evangelisation
- Experience of accounting software, Xero or ability to adapt and learn new software programmes including Xero and Dext.



Christian commitment

- A committed and practising Catholic
- A commitment to on-going personal Catholic formation and professional development

Character, gifts and capabilities

- A passion for the vision, mission and ambition of Youth 2000 and its values
- A passion and contagious enthusiasm for intercessory prayer, community building and fundraising and enthusing others about the necessity, fun and opportunity which they offer to expand the mission of Youth 2000 not only in terms of bringing in more resources but also raising awareness, bearing witness to one's faith and evangelisation.
- An ability to work with people from all walks of life, and to operate effectively in a support role
- An ability to galvanise and enthuse a group of volunteer young people around raising money, awareness and evangelising and to nurture and train and support those who are apprehensive about doing so
- Strong interpersonal skills in building and fostering relationships
- Digitally savvy and a quick learner of new software with an interest in research, analytics and data
- Mature in outlook, well-formed with high levels of faith, integrity and resilience
- Good organisational skills, resourceful and self-motivated, with an ability to work under pressure, solve problems and to be a 'self starter'
- Flexible and able to work weekends (festivals and events) as needed (with time off in lieu - TOIL)

Full-time: The role is a full-time role, 5 days per week to include Youth 2000 events during evenings and at weekends (with TOIL).

Location: Yorkshire, but we will consider flexible working arrangements for an outstanding candidate

Contract type: 12 month contract

Salary £20k-£25k (depending on experience)

Occupational requirement: Due to the nature of this role, the Youth 2000 Development Coordinator must be a committed Catholic in good standing with his / her local priest and committed to on-going personal formation and development.

Application process: Please make your application with a covering letter setting out your suitability for the role with a copy of your CV and the names of 2 professional referees and one pastoral referee who may be contacted during the interview process. Please note that any appointment will be subject to satisfactory referees and an enhanced DBS check.



Please email your application to Annabel Ward: Annabel.ward@youth2000.org

Closing date: 14th February 2022