



**Youth 2000
playing our part in**

**Evangelising the Nations
Rebuilding the Church
Transforming Society into a Civilisation of Love**

**National Director
Candidate Information Pack
Charity number: 1000371**

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Welcome letter from the Chair

On behalf of the Board of Trustees, thank you for your interest in the role of National Director at Youth 2000. This is a very exciting time to be joining Youth 2000 as we emerge into this post Pandemic era. Once again, we are determined to “put out into the deep” with a renewed culture based upon our shared vision, mission, ambition, values and charism supported by an excellent “back office” which has been designed and built over the past few years to enable us to achieve our ambitious goals.

Now even more than ever, we are convinced, that this is a moment of great opportunity. We see the deep thirst young people have for God’s love and we believe that they urgently need and want to hear that they are loved, chosen, redeemed and called by God into relationship with Him - Father, Son and Holy Spirit - through the life, death, and resurrection of Jesus Christ.

As we at Youth 2000 seek to reach this new generation of young people with this timeless good news, we are looking for a gifted leader of whatever age with a real love for and ability to work with young people. As the successful candidate, you will also work closely with myself and the Board of Trustees in order to continue releasing the latent potential which lies at the heart of our mission by leading our staff and volunteers into this new and exciting phase of our mission.

I am delighted to say that you will be joining an organisation which has recently gone through huge positive transformational change. We are emerging from the Pandemic having thrived not survived. By God’s grace, we have embedded a more dynamic, healthy and invitational culture at all levels of the organisation, we have been blessed with a large mission team of young people who are full of enthusiasm and commitment to the mission, we have carried out several very successful fundraising campaigns which have strengthened our finances and we have recruited an excellent board of trustees.

We believe that we are now very well set to see even more sustainable growth and with God’s grace and by the power of the Holy Spirit we hope to fulfil 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. A critical part of our strategy will be to continue building new partnerships to equip young people to become missionary disciples and raise up exceptional leaders for the Church and our wider society.

We are at a pivotal point in our journey which provides an opportunity for the successful candidate to capitalise on the many opportunities which lie ahead to grow the mission and work of Youth 2000 during this next exciting chapter of our story.

With best wishes and prayers

Robert Toone
Chair of Trustees
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” (in cooperation with priests, religious and older lay 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.

Many young people, both in the UK and beyond, attribute an encounter with Jesus and the Church at Youth 2000 as a major factor in their discernment of a vocation to the priesthood, religious life or single and married life. Youth 2000 also enjoys widespread support among the bishops, clergy and religious communities.

Here are just some of the many highlights of the past couple of years: During the Pandemic we immediately pivoted online reaching thousands through our mission school, bible timeline course and other online events; we are running the second year of our discipleship team and our worship school; our mission team now exceeds 100; our regular giving from young people has increased by over 400%; we have seen our “first timer” percentage rise to over 50% in our recent in person events.



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
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*

Our Core Values

Youth 2000 exists to evangelise and is powered by prayer
(we) focus on the first timer
(our events are hosted) by young people for young people
(we) keep everyone safe
(we) believe the impossible is possible
+ All for Jesus through Mary

Our Leadership Values

(we are) Invitational
(we seek) Humility
(we live) Generosity
(we pursue) Excellence

Our Aspirational Values

Sustainability (Less is more)
Spiritual Multiplication (1x2=2x2=4x2=8)
Permission to innovate (What a great idea!)
Inclusion (Belong, believe, behave)



Youth 2000 National Director

Reports To:

The Youth 2000 **National Director** will report to the Board of Trustees and be responsible for leading the Youth 2000 staff and wider volunteer team.

Job Overview:

We are looking for a gifted leader of whatever age with a real love for and ability to work with young people to provide the day-to-day leadership of Youth 2000. The National Director will work closely with the Board of Trustees to develop and implement the strategic plan; lead, support and develop the staff team; manage the delivery of the daily operations of the mission; promote the profile of Youth 2000 to a wide variety of stakeholders and target beneficiaries; and strengthen the sustainability of Youth 2000 through a variety of funding streams.

Responsibilities and Duties

The key responsibilities and duties of the Youth 2000 National Director are as follows:

Culture & Mission:

To lead and support the Youth 2000 staff team and develop and implement systems, processes and procedures that:

- Promote the vision, mission, ambition, values and charism of Youth 2000
- Establish a dynamic, attractive and sustainable culture
- Deliver the results set out in the Strategic Plan
- Expand and promote the work of Youth 2000 with external stakeholders by identifying new opportunities for networking and forging strong relationships between individuals and organisations within the Catholic Church

Operational Leadership & Management:

To provide excellent day to day leadership and management of the staff, contractor and wider volunteer team, ensuring that:

- All staff have regular check-ins and an annual review
- The strategic and operational plans are understood by the team
- They are focused on achieving Youth 2000's objectives and key results
- Their performance and well-being are well managed
- They are motivated, developed and engaged so that together they form a strong team that consistently delivers high performance



- Staff, contractor and volunteer policies and procedures are effective, compliant and accessible to all, and reflect best practice where possible
- Create a welcoming, open and vibrant place to work by ensuring that equity, diversity and inclusion are actively promoted in all activities

To ensure that Youth 2000's way of working is fit for purpose to deliver the strategic plan by:

- making the best use of technology to help minimise cost and improve effectiveness of all activities of the charity, including all major areas of operations
- enabling the gathering of data/information for analysis, tracking, reporting and impact measuring, and research purposes

Safeguarding, Health & Safety and Legal & Regulatory Compliance

To work closely with the Head of Safeguarding and Operations Manager to develop and implement systems, processes and procedures that:

- embed a robust safeguarding and health & safety culture at all levels of the organisation
- ensure that effective systems, controls and reporting processes are developed, maintained and monitored alerting the Trustees to any issues that may require remedial action
- maintain awareness of risks and changes in the external environment that affect Youth 2000
- maintain a risk register, updating it every 3 months prior to each trustee meeting to identify and report risks and mitigation
- ensure that all activities of Youth 2000 are carried out both in compliance with all legal, statutory and regulatory requirements (for example, in terms of safeguarding, health and safety and personal data handling) and reflect best practice where possible
- maintain effective financial systems, controls and reporting processes and oversee the prudent management of Youth 2000's finances, ensuring all legal and regulatory obligations relating to the accounts, reports and returns are met in a timely manner

Governance and Trustee Board

To work closely with the Chair and Board of Trustees by

- advising the Chair and Board of Trustees on the ongoing strategic direction and development of the organisation
- compiling and prepare an updated Strategic Plan for their approval each year
- updating the Strategic Plan as necessary for approval by the Board



To ensure regular timely reporting of

- progress against the Strategic Plan
- any issues or matters which require the attention of the Board
- the impact of our activities
- the current and projected state of finances of the charity, including a report against budget
- updates upon the changes and developments in the external environment and management of governance and risk

This will be done by a monthly management report and meeting with the Chair of Trustees and quarterly board reports and meetings with the whole Board of Trustees.

To support the Chair of Trustees in the management of the governance of the charity by ensuring timely compliance with all legal, statutory and regulatory requirements.

Impact Measurement

To develop and implement systems, processes and procedures which monitor key indicators of the impact of our activities upon

- the health of our culture
- young people and in particular their commitment to discipleship and our vision, mission, ambition, values and charism
- our finances
- our relationships (both internal and external) to include particularly listening to our staff, beneficiaries, stakeholders and those outside our organisation (including our critics) within the Catholic and Christian Churches and beyond.

So that, we can improve our performance and clearly demonstrate the short and longer-term impact of all our work.

Fundraising

To lead the development and success of Youth 2000's fundraising by

- creating a culture of fundraising among staff, mission team and wider supporters so that it becomes a normal and accepted part of the day to day of our mission in which everyone plays an important part.



- managing the Development Coordinator in the development and execution of the fundraising strategy
- supporting the work of the Development Coordinator including
 - the compilation of grant applications from grant-making trusts and organisations and maintaining our relationship with those bodies through regular and timely communication and high-quality reporting.
 - the development of a strategy for our ongoing income stream from smaller regular giving.
- To build, develop, grow and maintain excellent relationships with private benefactors and grant-making organisations

Principal Working Relationships

The Chair of Trustees

The Board of Trustees

The Staff and Contractor Team

The above list of duties and responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested and as appropriate.

Person Specification

Occupational requirement

Due to the nature of this role, the National Director must be a committed practising Catholic in good standing with their local priest and committed to on-going personal formation and development.

Qualifications and experience (essential)

- An ability to inspire with vision
- Experience of managing others at a manager or team leader level in a business or voluntary capacity
- An ability to think strategically, analyse and reason critically
- An ability to build and maintain excellent relationships with a wide range of stakeholders
- An ability to meet deadlines and solve problems under pressure
- IT competent, including Microsoft Office Suite

Qualifications and experience (desirable)

- Knowledge of and experience of building and maintaining budgets
- Health & Safety – IOSH, knowledge of Safeguarding



Character, gifts and capabilities

- A good understanding of and empathy for the charism, work, vision & mission of Y2K
- High-levels of faith, integrity and resilience
- Excellent communication and strong interpersonal skills
- An ability to develop a positive, robust relationship with a Board
- An ability to raise and maintain the profile of Youth 2000, making representation externally at senior levels in a creative, courteous and well-judged manner
- Excellent organisational skills, resourceful and self-motivated, with an ability to work under pressure and to be a 'self-starter'
- An ability to get on with people from all walks of life, especially young people and to lead, inspire and manage a variety of people in high pressure situations
- Flexible with regards to working hours and arrangements as will sometimes need to be able to work weekends and evenings (festivals and events) as needed (with time off in lieu - TOIL)
- Attention to detail, capable of multitasking and able to manage time effectively
- Ability to adapt to and quickly learn new software programmes where not familiar with such programmes (Churchsuite, Xero, Notion and Slack)
- Full Driving Licence

Full-time: The role is 37.5 hours per week (with opportunity for flexible working) to include Youth 2000 events during evenings and at weekends (with TOIL).

Location: Hybrid working: On-site in Yorkshire (new office to be confirmed) with some home working.

Contract type: Permanent **Salary:** Circa £40,000 depending upon experience

Application process: Please send a comprehensive personal statement demonstrating how you match the role criteria together with a CV and the names of two professional referees and one pastoral referee who may all be contacted **during** the interview process together with a signed automatic disqualification declaration form below to trustees@youth2000.org. Please note that any appointment will be subject to satisfactory references and an enhanced DBS check and proof of the right to work in the UK. If you would like to discuss the role informally before applying please contact us by emailing the address above.

Closing date: You are encouraged to submit your application as soon as possible but by the latest by midnight on 13th June 2022.

Interviews: There will be two stages of the interview process and a third if necessary.

First stage: Week commencing 20th June 2022;

Second Stage: Week commencing 27th June 2022;

Third Stage (if necessary): Week commencing 4th July 2022.



Senior charity manager positions

Automatic disqualification declaration

Senior manager positions¹ have the responsibilities of a chief executive or finance director / chief financial officer.

We will ensure any declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

Individuals are automatically disqualified from holding a senior management position within a charity if:

- one or more of the reasons in Annex A apply; and
- they have not obtained or applied for a waiver of that disqualification from the Charity Commission

Completing the declaration

Read the automatic disqualification guidance² first to check if you are disqualified.

Complete and sign the declaration to confirm that you are not disqualified.

If one of the disqualification reasons does apply, you may be able to apply for a waiver from the Charity Commission³. This may allow you to take up the position.

Pass a copy of the completed declaration to the trustees for the charity's records (the declaration should not be sent to the Charity Commission).

Declaration

I declare that:

- I am not disqualified from holding a senior manager position; and
- I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Full Name:

Signature:

Date:

Charity name and number:

³ <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver>



Annex A – Disqualification Reasons

You are automatically disqualified from acting as a trustee or senior manager if:

1. You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism** offence
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida(Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control of any body** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)



9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
12. You are **subject to** a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)