



DIOCESE OF **Hexham & Newcastle**



Bookings Administrator

Youth Ministry Trust



Candidate Pack

Youth Ministry Trust Mission Statement

We aim to encourage young people into a relationship with Christ
and fully into the life of the Church

The Youth Ministry Trust (YMT) was established as a charity in 2012 and is a subsidiary of the Diocese of Hexham and Newcastle. Its role is to be the youth service of the Diocese, delivering the Bishop's Vision and mission for young people.

In 2010, the Emmaus Village was opened and is still a flagship for youth ministry across England and Wales. This residential centre allows the YMT to offer an holistic experience that leaves a lasting impact, helping young people from diverse backgrounds explore faith and life issues in a meaningful and interactive way. The Emmaus Village has four purpose-built chalets, accommodating up to 88 people, and is situated 20 acres in the picturesque Derwent Valley. Owned by the Diocese of Hexham and Newcastle, and managed by the YMT Charity, the Emmaus Village is located in Allensford, Consett.

Job Description

The Youth Ministry Trust (YMT) are seeking to appoint a Bookings Administrator to provide professional and proactive administrative support, focusing on the effective coordination of all bookings at Emmaus Village. This includes actively seeking to connect with groups who may wish to use the Youth Village during school holidays and outside of term time, while also supporting YMT's wider ministry across the schools and parishes of the Diocese of Hexham and Newcastle.

Responsible to: Chief Executive Officer

Duties and responsibilities:

- Provide general confidential administrative support for all booking enquiries at the Emmaus Village
- Actively engage with potential groups and organisations, particularly those seeking a retreat or residential space during school holidays and non-term time periods
- Administer all booking enquiries and maintain an up-to-date shared calendar
- Arrange meetings and provide general secretarial support for senior Youth Ministry staff
- Record minutes of meetings as required
- Organise filing systems and databases to a high standard, adhering to Data Protection legislation
- Raise invoices for all bookings and assist with sales invoicing as required
- Welcome and provide hospitality to all visitors and callers, ensuring safeguarding is adhered to at all times
- General office management including stationery orders, accepting deliveries, petty cash management

Personal Specification

Qualifications

A good level of general education, including GCSE A*-C/L5+ in Mathematics and English or equivalent

Experience, knowledge and skills

- Experience in general office management and administrative procedures
- Excellent and up-to-date IT skills
- A good grasp of English grammar, accuracy and a high level of attention to detail
- Excellent customer service skills with experience of dealing with sensitive situations
- A good sense of responsibility, with the ability to work independently with minimum supervision
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- Excellent planning and organisational skills
- The ability to work with confidentiality and integrity, adhering to all internal procedures
- Willingness and availability to work flexible hours as required

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese and the Youth Ministry Trust, having regard at all times to its Catholic character.

Pay and Conditions

Salary

£25,593 plus a workplace pension scheme where we match up to 7.5% of your salary

Contract

Permanent – subject to a satisfactory probationary period

Hours of work: Full-time, generally Monday – Friday 8.30am to 4.30pm

Location

Emmaus Village, Pemberton Road, Allensford, Consett, Co. Durham DH8 9BA

Benefits

Holidays: 25 days holiday per year plus statutory holidays

Free on-site parking

Employee Assistance Programme as part of the pension scheme

Application Process

To apply, please send:

- A CV, including the names of two people we may approach for professional
- A letter of application saying why you want to work with us and what you would bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities

Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: 14 May 2025 at 12noon

Interviews will be held on Wednesday 21 May.

If you would like to discuss this role, please contact Phillip Salkeld, Acting Director of Youth Ministry, by email phillip.salkeld@ymt.org

This appointment will be subject to:

- Two satisfactory professional references
- A satisfactory Enhanced DBS check
- Evidence of the right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Youth Ministry Trust and the Diocese of Hexham and Newcastle are committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to safeguarding policies and procedures.

Data Protection

We will not hold the information you give us for longer than necessary.